DOCUMENT RESUME

ED 415 882 IR 056 852

AUTHOR	Ladd, Joan; Rockwell, Connie
TITLE	Fort Collins Public Library, Final Performance Report for Library Services and Construction Act (LSCA) Title VI, Library Literacy Program.
INSTITUTION	Fort Collins Public Library, CO.
SPONS AGENCY	Office of Educational Research and Improvement (ED), Washington, DC. Office of Library Programs.
PUB DATE	1993-00-00
NOTE	172p.; Some pictures may not reproduce well.
CONTRACT	R167A20371
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Learning; *Adult Literacy; Federal Programs; Grants; Hispanic Americans; *Library Collection Development; Library Role; *Library Services; *Literacy Education; Minority Groups; Public Libraries; Publicity; Student Recruitment; Tutoring; Tutors; User Needs (Information); Volunteer Training; Volunteers
IDENTIFIERS	Colorado (Fort Collins); Library Services and Construction Act; Tutor Training; Volunteer Recruitment

ABSTRACT

During the fiscal year 1992-1993, the Fort Collins Public Library (Colorado) conducted a project that involved the recruitment of tutors and adult learners, public awareness, training, and collection development. The project served a community of over 200,000 people, and had a target population of the local minority population, with an emphasis on recruiting Hispanic tutors and adult learners. The project trained 153 new volunteer tutors, and provided additional training to 55 current volunteer tutors. Project activities included: 12 basic tutor training orientation and core skills sessions for all adult literacy service projects; 22 specific tutor training sessions; public awareness events--National Library Week, National Literacy Day, and Community Environment Fair; media events--community television and radio programs; 11 monthly network meetings; reception for community-wide authors and illustrators of READ-UP series, a short anthology of stories for new adult readers; newsletters sent to tutors, service providers, and interested community members; maintenance of appropriate reading and tutorial materials for the READ-UP collection of materials devoted to marginally literate adult learners and new readers; and maintenance of a telephone line on which 1,347 calls for training and information were taken. Appendices include: tutor training materials and evaluation forms; materials from the Larimer County Adult Literacy Network; READ-UP materials purchased; adult literacy newsletter; newspaper articles and other public relations materials; letters regarding additional funding; cooperative efforts with other libraries and literacy programs; survey of adult basic education/ESL staff and teachers; adult learner services; and director's job description. (SWC)

ED 415 882

Fort Collins Public Library, Final Performance Report for Library Services and Construction Act (LSCA) Title VI, Library Literacy Program

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

● Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

IR056852

Eric "Yes" IR

PART I: GENERAL INFORMATION

Applicant: Fort Collins Public Library
201 Peterson Street
Fort Collins, Colorado 80524

Report prepared by: Joan Ladd, Project Administrator
Connie Rockwell, Project Coordinator
303-221-6748

Grant Number: R167A 20371

Final Expenditures: Project used the $35,000 granted

PART II: QUANTITATIVE DATA

1. The size of the community is over 200,000.

2. The project was one of:
   Recruitment of tutors and adult learners (484-READ)
   Public Awareness
   Training
   Collection Development (READ UP)

3. The targeted population was the local minority population, with an emphasis on recruiting Hispanic tutors and adult learners.

4. 5. & 6. Tutoring was not a part of the project.

7. The following items were produced and where possible, copies are attached:
   - Newsletters
   - Training Packets
   - Training Videos

8. Adult learners were served indirectly by Library Literacy Services. This project trains adult tutors and coordinates activities for the Larimer County Adult Literacy Network, a coalition of direct service providers. We have no accurate number of adult learners who were served in this manner.

   153 new volunteer tutors were trained.
   55 current volunteer tutors received additional training.
   No trainers of tutors workshops were conducted as there was no expressed need. All library staff was made aware of the services provided by this project and the other adult literacy services in the community which worked with this project.
   There was one non-tutor volunteer.

PART III: NARRATIVE REPORT

Fort Collins Public Library, Library Literacy Services Program will be known throughout this report as **-Literacy Services-**.

Goals and Objectives

GOAL A: TO PLAN AND IMPLEMENT INNOVATIVE METHODS OF MEETING THE INFORMATIONAL NEEDS OF ADULT LOW LEVEL LEARNERS AND BEGINNING READERS OF ENGLISH.

Objective A-I: Purchase and create materials

The collection of low level literacy materials (both for tutoring adults and for low level adult readers) was maintained and updated during this grant period. The selection of books was on-going.

The Media Department of the Library has dedicated a section for adult literacy education which includes "GED on TV", "Learn to Read", ESL language acquisition tapes and videos, and other assorted adult education tapes and videos. The "GED on TV" videos (purchased with Literacy Services funds) were heavily used by the adult learners. (There are 86 "GED on TV" and 28 "Learn to Read" videos that were checked out by 608 adult learners.) As we attempted to serve the minority population of the area, we ascertained a great need for books specific to tutoring English as a Second Language and for adult learners of English as a Second Language. A list of purchased materials can be found in the Appendix.

Objective A-II: Publicize availability of READ UP collection and Literacy Services.

On-going public awareness activities included publication and distribution of flyers and brochures specifically related to the READ UP collection. During the grant period, October 1, 1992 to September 30, 1993, 1450 books were circulated through the READ UP section. Six tutor orientation workshops were given a tour and presentation about the READ UP collection.

Library/Network services were publicized in a variety of ways: newspaper feature articles; newspaper advertisements; T.V appearances of adult educators; two separate literacy awareness campaigns at a local shopping mall and community fair; visual campaigns on milk cartons and grocery bags; and presentations to local service clubs.

Objective A-III: Operate Summer Reading Program

Library space was severely limited with the introduction of a computerized data base and all the chaos that was generated by that installation. With space limitation, the Library's primary focus was on activities for youth. The summer adult reading program was canceled by a directive from the former Library Administrator.

In place of that original goal, a reception was planned to celebrate the publication of the READ-Up series (a delightful anthology of short stories for new adult readers). This four book collection was the combined effort of nearly a hundred community authors, editors, illustrators, volunteers and tutors. Representatives from county libraries, Colorado State Library, Colorado Department of Education, North Plain Regional Library System and adult literacy programs were there to recognize the work of the community and to each receive a set of books for their own new adult reader collections.

Objective A-IV Provide facilities for in-house tutoring

The library provided space, including a specific meeting room, to all volunteer tutors for one-on-one tutoring sessions and tutor training sessions. The library also provided office space for the project which was also used for tutoring sessions. Adult learners from the five Larimer County adult literacy programs were encouraged to use the Library's regular services, the READ UP collections and special study space.

GOAL B-I: TO DEVELOP NEW STRATEGIES TO SUPPORT, PROMOTE AND ENHANCE ALL LITERACY ADVANCEMENT AVENUES IN NORTHERN LARIMER COUNTY.

Objective B-Ia: Conduct ongoing awareness campaign.

Literacy Services published flyers, fact sheets, and newsletters that were distributed as mailings, and handouts for community presentations, workshops, conferences, fairs, and meetings. The purpose was twofold: to generate awareness about the issues of adult literacy and notify interested citizens about services available in the community.

The local newspaper, cable television station and public radio station cooperated with Literacy Services to provide public service announcements as needed for recruitment of volunteers, to feature adult literacy events and agencies in special programming, and to publicize literacy awareness events and trainings.

Objective B-Ib: Operate 484-READ Literacy Line:

During the 1992-93 funding year, the program responded to 1347 calls for training and information. The program referred over 235 students to area direct service literacy providers. The 484-

READ line is located in the Fort Collins Public Library Literacy Services office and is operated by program staff. Records of calls are kept. All public relations campaigns conducted during the grant period included publicizing the 484-READ number.

Objective B-Ic: Provide tutor training:

During the 1992-93 project year, the program trained 227 of volunteer tutors. All tutors received: "Orientation to Adult Literacy Tutoring" and "Core Skills for Beginning as a Tutor". All tutors were expected to attend a minimum of 6 hours of training before starting with their student(s). An additional 4 hours of training was encouraged for each tutor to be attended shortly after being matched with an adult learner. This second level was directly related to the needs of the adult learner and included such sessions as:

How to Prepare the Adult Learner to Take and Pass the GED Exam
How to Teach Process Writing
How to Teach Reading with the Whole Language Method
How to be Culturally Sensitive
Techniques for Tutoring ESL Student
Strategies for Working with Adult Students with Learning Disabilities
Techniques for Teaching Functionally Based Math

Evaluations of each workshop were collected by the trainers, consolidated by the program coordinator and kept on file in the Literacy Services office. Suggestions for improvement of the workshops were passed on to the trainers and revision of tutor training materials is an on-going process. During this project year, video taping the workshops was initiated. These tapes were then made available to adult literacy programs, and volunteer tutors. Tutor training was expanded to the south portion of the county at the CALL Center in Loveland, CO.

Objective B-Id: Continue state-wide participation and professional development.

One staff member served on the state-wide peer review of adult literacy educators and programs with the Colorado Department of Education.

Literacy Services sponsored and assisted in the development of a Colorado State Department of Education mini-conference to provide training for teachers, tutors, and adult learners.

All staff belonged to and participated in the events presented by Colorado Association of Continuing Adult Educators.

Individual staff members attended the following adult education conferences and/or training sessions:

CACAE Board Meeting and annual conference
Colorado Conference International Reading Association
Co-Alliance for Lifetime Learning Workshop
CDE - CASAS training and regional workshops
CDE - ABE Grant Writing Workshop
Department of Labor - Literacy Workshop

and a staff member presented at:
CACAE state Conference
Colorado Conference International Reading Assoc.
Literacy Volunteers of American National Conference.

GOAL B-II: TO PROVIDE OPERATIONAL SUPPORT AND FACILITATE THE EXCHANGE OF IDEAS AND COOPERATION AMONG THE NETWORKING GROUP OF LITERACY PROGRAMS, THE LARIMER COUNTY ADULT LITERACY NETWORK.

Objective B-IIa: Network participation.

The Literacy Services staff arranged for monthly Network meetings, provided agendas, took minutes and other materials for the meetings and continues to act as the facilitator of the Network activities.

Objective B-IIb: Network support activities.

Staff members for the Literacy Services, with input from the Network members, wrote two grants for the Network (Mountain Plains Booksellers and Rotary of Fort Collins). Represented the Network at Rotary award banquet, received one grant for the Network, represented Network at state conventions, and give community-wide presentations for the Network. Arranged Network workshops for adult learners on such topics as tax preparation. Provided other support as requested and deemed appropriate.

GOAL B-III: EXPAND AWARENESS SERVICES TO AGENCIES WHO SERVE DISADVANTAGED ADULTS NEEDING AVENUES TO SELF-SUFFICIENCY, TO PROVIDE SECONDARY SCHOOL STAFF, TEACHER AND STUDENTS WITH CURRENT INFORMATION REGARDING BASIC SKILLS NEEDED FOR THE WORKPLACE, AND TO INCREASE THE LEARNING POTENTIAL OF MINORITY ADULT LEARNERS BY RAISING THE NUMBER OF MINORITY TUTORS WORKING IN DIRECT SERVICE PROGRAMS.

Objective B-IIIa Agency Information Network:

Presented programs to Zonta International, Interfaith Council, Lutheran Family Services, United Way, Women's Center, Front Range Community College, National Library Week activities, and Colorado

State University's Adult Education Department.

Objective B-IIIb Workplace basic skills awareness in schools

The former director of Literacy Services was highly involved in workplace literacy. With the hiring of a replacement director, the program's emphasis was focused English for Speakers of Other Languages, the new director's expertise. Literacy Services worked closely with Victor Lemos, who heads up the Home School project with the local school district, and Evenstart Learning Center. The focus was to involve parents in adult literacy classes or tutoring for their language skills.

The Literacy Services did provide referrals for Teledyne, Hewlett Packard, and other local business owners for adult literacy training for their employees.

Objective B-IIIc Minority tutor recruitment

Continued efforts were made to recruit volunteers from the minority population of the community. The general minority population is less than 10%. At the present, there is approximately 12 to 17% minority tutors working in the community direct service providers for adult learners. These percentiles reflect the success of the Literacy Services recruitment activities.

ACTIVITIES UNDERTAKEN

1. Provided basic tutor training sessions for all Larimer County adult literacy service projects. Between October 1, 1992 and September 30, 1993, 12 separate opportunities were provided for volunteer tutors to receive an Orientation to the program and training in Core Skills.

2. Provided specific tutor training sessions for all Larimer County adult literacy service projects. In all, 22 sessions other than "Orientation" and "Core Skills" were offered throughout the project year.

3. Provided public awareness events: National Library Week, National Literacy Day and Community Environment Fair.

4. Provided media events: community television program on Channel 14 and community radio program on KUNC public radio. Take One focused on Adult Literacy and Library Services in its "Community Spotlight Show" in September of 1993, and featured READ-UP series reception on it nightly news.

5. Facilitated network meetings monthly. Eleven meetings were held between October 1, 1992 and September 30, 1993. The meetings resumed in September, 1992.

6. Organized, sponsored, and implemented a reception in September 1993, for community-wide authors and illustrators of READ-UP series, a short anthology of stories for the new adult reader.

7. Published newsletters which were sent to tutors, service providers, and interested community members. Additional copies were made available at the library, through the service providers, at local/state-wide conferences and community services presentations.

8. Ordered and maintained appropriate reading and tutorial materials for the Library's READ UP collection devoted to marginally literate adult learners and new readers.

9. Maintained the 484-READ line on which 1347 calls were taken.

LIBRARY'S ROLE

The library provided the following services:

1. Space for staff, training and tutoring.
2. Accounting services necessary to maintain the budget.
3. Legal counsel.
4. Phone and fax service.
5. Office and copier supplies.
6. Technical support.
7. Processing of all materials purchased.
8. Circulation of all project materials: reading and media, alike.
9. Administrative support: The Library Director acted as the advisor to the project.
10. Advertisement of the Literacy Services and the READ UP section of the library.

COMMUNITY WIDE RECRUITMENT

Colorado State University
Fort Collins, Colorado

Center for Adult Learning
Loveland, Colorado

Evenstart
Fort Collins, Colorado

Employment and Training Services
Fort Collins, Colorado

Lutheran Family Services
Fort Collins, Colorado

Volunteer Clearing House & Opportunity Center
Fort Collins, Colorado

Front Range Community College
Fort Collins/Loveland, Colorado

Education Opportunity Center
Fort Collins, Colorado

ADDITIONAL FACILITIES

Front Range Community College
Loveland campus and Fort Collins campus

Volunteer Clearing House & Opportunity Center
Fort Collins, Colorado

Evenstart Learning Center
Fort Collins, Colorado

Loveland Public Library
Loveland, Colorado

Colorado State University
Fort Collins, Colorado

Foothills Fashion Mall
Fort Collins, Colorado

St Vrain's Unified School District
Longmont, Colorado

IMPACT OF PROGRAM ON THE GRANTEE

Fort Collins Public Library is the hub of all Larimer County adult literacy services. Library Literacy Services acted as the center for volunteer tutor training; provided coordination of services offered by members of the Larimer County Adult Literacy Network; was directly responsibility for the making the public aware of the activities provided by the Network members; and most importantly, served indirectly, the functionally illiterate adults as a result of providing the above services. Without the funds provided by the grant, all adult literacy programs in Larimer County would be unable to serve the current demand for programs. Programs would have to be scaled down to reproduce the work and services that the Literacy Services provided with the funds from this grant. Valuable program dollars would be wasted by duplicating services in each of the Network programs. The Literacy Services is indeed the hub for a coalition of dedicated providers and without this grant all services, currently offered in the county, would be cut, less efficient and serve fewer adults learners.

FINAL BUDGET ANALYSIS

	PROJECTED	ACTUAL
Salary	28,600	26,617
Fringe Benefits	2,325	2,152
Travel	173	135
Library Materials	627	680
Other	3,275	5,416
TOTALS	35,000	35,000

APPENDIX

REALIA RELATED TO THE ACTIVITIES OF THE FORT COLLINS PUBLIC LIBRARY ADULT LITERACY SERVICES PROJECT FOR TO THE 1992-1993 PROJECT YEAR:

Section 1: TRAINING OF VOLUNTEER TUTORS
Section 1A: EVALUATING THE TRAINING MODULES
Section 2: FACILITATING LARIMER COUNTY ADULT LITERACY NETWORK
Section 3: PURCHASING MATERIALS FOR THE "READ-UP" COLLECTION
Section 4: PUBLISHING AN ADULT LITERACY NEWS LETTER
Section 5: ESTABLISHING GOOD PUBLIC RELATIONS FOR ADULT LITERACY IN LARIMER COUNTY
Section 6: SEEKING ADDITIONAL FINANCIAL SUPPORT FOR ADULT LITERACY PROGRAMS IN LARIMER COUNTY
Section 7: COOPERATING WITH OTHER LIBRARIES AND LITERACY PROGRAMS IN THE COUNTY AND THE STATE
Section 8: COMPLETING THE PUBLICATION OF THE "READ-UP SERIES"
Section 9: SURVEYING THE NEEDS OF THE LARIMER COUNTY ADULT LITERACY COMMUNITY
Section 10: DEVELOPING FURTHER PROFESSIONAL SKILLS
Section 11: PROVIDING SERVICES TO ADULT LEARNERS
Section 12: PUBLISHING A JOB DESCRIPTION FOR THE DIRECTOR'S POSITION

TRAINING OF VOLUNTEER TUTORS

ANNOUNCEMENT ANNOUNCEMENT

The Library Adult Literacy Services Office is looking for teachers/trainers to present workshops to volunteer tutors. A variety of mini workshops will be selected to be presented between now and August 1994. If you have presented in the past or have an idea for a workshop you feel our volunteer would benefit from, please contact Connie Rockwell: 221-6748.

OR

Send the following information to:

Connie Rockwell
Fort Collins Public Library
Adult Literacy Services
201 Peterson
Fort Collins, CO 80524

NAME OF WORKSHOP:______________________________

MAJOR OBJECTIVES:______________________________

____

____

PRESENTER:____________________________________

ADDRESS:______________________________________

____

TELEPHONE:____________________________________

Compensation is $12.00 per hour of presentation plus $12.00 preparation for a previously presented workshop. $24.00 preparation for a brand new or totally revised workshop.

ADULT LITERACY
Tutor Training

TUTOR TIPS

"Improving the Tutoring Session"

Learn where to start, what to do, what to avoid and some ideas about what to do next and why. The hour will include a handout of concrete ideas, suggestions to improve your lesson and time for questions and the exchange of ideas with others.

PRESENTER: Joan Ladd

WHEN: Wednesday, February 24 or March 24
12:00 NOON - Bag Lunch
WHEN: Fort Collins Public Library
Ben Delatour Room

****

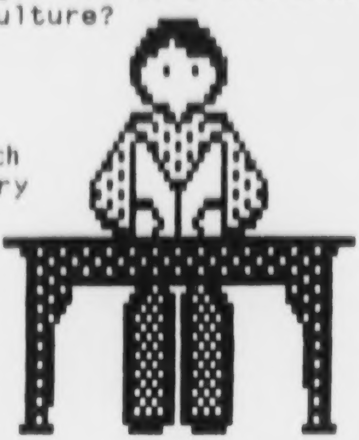
ESL TUTOR TIPS

"Motivating the English as a Second Language Learner while Dealing with Cultural Differences"

How do I get the learner to go for it? What cultural barriers may get in the way of learning? How do I overcome them and also teach survival in this culture?

PRESENTER: Joan Ladd

WHEN: Tuesday, March 23
12:00 Noon - Bag Lunch
WHERE: Fort Collins Public Library
Ben Delatour Room



Register now
Call 484-READ

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services Program

City of Fort Collins

Cultural, Library and Recreation Services
Public Library

Dear Interested Tutor:

This packet includes specific program information from each of the five adult literacy direct service programs that we at Library's Adult Literacy Services provide support services for. Each of these programs make requests to us, telling us the number of tutors that are needed prior to our training. Please read about each of these programs. You will have the opportunity to choose the program that you would like to tutor for, preferably before you go through the initial training. If you have additional questions, please contact Library's Adult Literacy Services at 484-READ. If we are unable to answer your questions we will refer you to the contact person listed for each of the programs.

Each of the programs strongly suggest you observe so that you will get a good idea of what tutoring may be like. Larimer County Detention Center's WIN program would gladly arrange a tour of the facility and brief you on the program. Each of the programs are different, so you may want to observe more than one tutoring session or programs.

To sign up for training; to find out additional workshop possibilities; or to ask any further questions, please contact 484-READ.

Sincerely,

Connie Rockwell
Program Coordinator

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

EVEN START

Address:	2025 N. College Avenue, #122 Fort Collins, 80524
Contact:	Teresa Salas
Phone:	484-2580
Learners:	Residents of Poudre Valley and Hickory Village Mobile Home Parks Family centered learning Teams of tutors and mentors work with families
Tutors:	Tutor GED classes or one-on-one Provide individual tutoring/support Intergenerational literacy support
Time:	2-4 hr. commitment per week GED - 1:00-3:00 p.m., Monday & Thursday Individual tutoring scheduled as needed Intergenerational literacy as needed
Location:	Even Start Learning Center or Individual tutoring in learner's home
Tutor Support:	Tutor orientation Work with mentors or with university graduate students
Observe:	Available at Even Start Center

FRONT RANGE COMMUNITY COLLEGE ADULT LITERACY PROGRAM

FORT COLLINS

Address:	424 Pine Street Fort Collins, 80524
Contact:	Rosanna Houlton
Phone:	221-2160
Learners:	50/50 - male/female 16-80 yrs. old, median age 25-35
Tutors:	Basic skills Reading/Writing; GED; English as a Second Language Classroom situation with teacher present Tutor one-on-one, small groups, some "roving"(unassigned)
Time:	Minimum of one semester commitment 4 hrs. per week; two-2 hr. classes a.m. 9:00 - 11:00 9:30 - 11:30 p.m. 1:00 - 3:00 6:30 - 8:30 7:00 - 9:00
Location:	5 locations throughout Fort Collins Classes not held at FRCC
Tutor Support:	Center managers in every classroom Materials available
Observe:	Call Rosanna, 221-2160

FRONT RANGE COMMUNITY COLLEGE
ADULT LITERACY PROGRAM

CENTER FOR ADULT LEARNING IN LOVELAND (CALL)

Address:	565 N. Cleveland Loveland, 80537
Contact:	Sondra Merk
Phone:	663-7111
Learners:	See FRCC Fort Collins
Tutors:	Primary need: Basic skills; 0-5 grade level students Lesser need: tutors for GED and English as a Second Language classes Most tutors work one-on-one
Time:	2 hrs. per week, plus preparation time Tuesday, Wednesday and Thursday; morning, afternoon, evening hours
Location:	Tutoring done on site at CALL
Tutor Support:	A CALL instructor is available at each tutoring session to assist tutors with curriculum, teaching methods, etc.
Observe:	Contact Sondra, 663-7111

FRONT RANGE COMMUNITY COLLEGE ADULT LITERACY PROGRAM

LARIMER COUNTY DETENTION CENTER

Address: 2405 Midpoint Drive
Fort Collins, 80524

Contact: Debra Koliha

Phone: 224-2014, Home
498-5200, Detention Center

Learners: Adults in detention setting.
May be awaiting trial or serving time.

Tutors: Basic skills; pre GED (0-8 Reading/Math)
One-on-one tutoring

Time: Prefer at least two-1 hour sessions
Flexible schedule within:
9:00-11:00 a.m.;
1:00-4:00 p.m.;
6:00-8:45 p.m.

Location: Larimer County Detention Center

Tutor Support: Coordinator available for questions and as resource
Materials provided

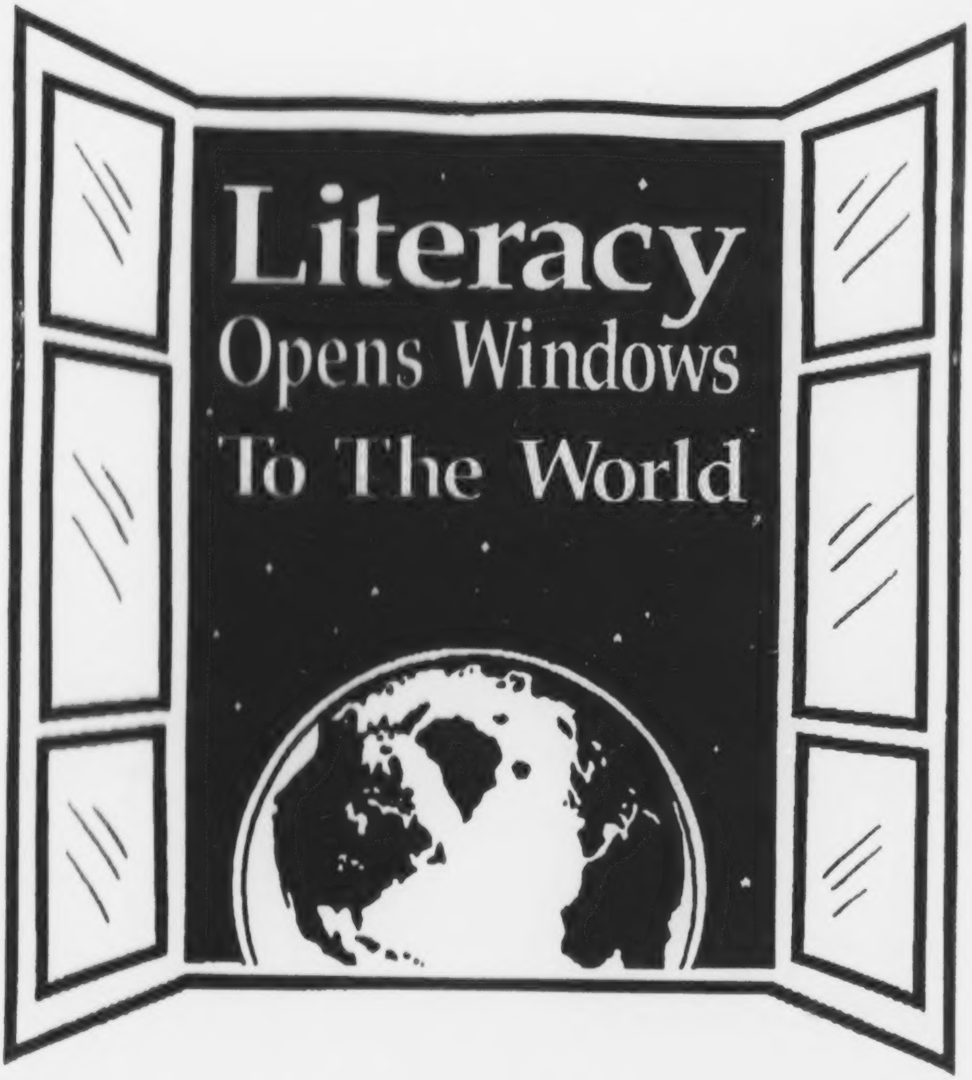
Observe: Yes

VCH OPPORTUNITY CENTER

HOLISTIC EDUCATION AND LITERACY PROGRAM

Address:	VCH Opportunity Center 216 East Oak Fort Collins, 80524
Contact:	Neva Lawton & Kim Blazina
Phone:	Neva 493-0909 or Kim 484-0010
Learners:	Low income; underemployed/unemployed. Majority are women with increasing numbers of men. Majority are minorities, some ESL. Many have special needs; disabilities. Feel the need to improve themselves for self-sufficiency.
Tutors:	Basic skills: Reading, spelling, writing; GED; some English as a Second Language. Mainly one-on-one; tutors may also assist in Learning Lab, or Math classes. Need to be sensitive to cultural differences and issues related to poverty. Tutors serve as mentors to the learners.
Time:	Flexible schedule; 2-4 hours per week, depending on the learner's request or situation. Morning or evening requests depend on learner or class schedules.
Location:	VCH Opportunity Center, learner's home, or other convenient location
Tutor Support:	Ongoing individual assistance for both learner and tutor, provided by Adult Education Director and Volunteer Coordinator. Resource library also available.
Observation:	None at this time.

Program	Population Served	Tutor Situation	Time Commitment	Schedule	Location
Even Start	◊ Residents of Poudre Valley & Hickory Village Mobile Home Parks ◊ Family Centered Learning	◊ GED class tutor ◊ One-on-one in learner's home ◊ Family literacy support	◊ 2-4 hours per week	◊ GED class 1-3 p.m. Monday & Thursday ◊ Flexible schedule for individual tutoring	◊ Even Start Learning Center or ◊ Learner's home
FRCC Fort Collins	◊ Adults 16 yrs. and older ◊ Priority U.S. Citizens or working toward citizenship	◊ Classroom situation with teacher present ◊ One-on-one ◊ Small groups	◊ Two 2-hour classes per week	◊ Regular schedule of classes ◊ Tues., Wed., & Thurs. ◊ Morning, afternoon, evening	◊ 5 locations in Fort Collins
FRCC Center for Adult Learning in Loveland	◊ Same as FRCC Fort Collins	◊ Mostly one-on-one with instructor available.	◊ 2 hours per week plus preparation time	◊ Regular schedule of classes ◊ Same as FRCC Fort Collins	◊ Center for Adult Learning in Loveland
FRCC Larimer County Detention Center	◊ Adult inmates from Detention Center	◊ One-on-one	◊ At least two 1-hour sessions per week	◊ Flexible within 9-11 a.m. 1-4 p.m. 6-8:45 p.m.	◊ Larimer County Detention Center
VCH	◊ Low-income ◊ Mostly women ◊ Minority background	◊ One-on-one	◊ 2-4 hours per week ◊ Depends on request by learner	◊ Flexible ◊ Determined by learner's schedule	◊ Flexible ◊ VCH, learner's home, or other convenient location


Literacy
Opens Windows
To The World

TRAINING WORKBOOK
FOR
LARIMER COUNTY
ADULT LITERACY NETWORK

Provided by
`Fort Collins Public Library`

Adult Literacy Services

484-READ
Literacy Line (484-7323)

City of Fort Collins

DID YOU KNOW THAT......

75% of the chronically unemployed

60% of the prison inmates

85% of the juveniles appearing in court

53% of the women receiving public assistance

......HAVE LOW BASIC SKILLS?

* *

"PARENT-TO CHILD READING RANKS AS THE SINGLE MOST IMPORTANT ACTIVITY FOR THE ULTIMATE LITERACY OF A CHILD."

From "Emerging Issues, Congressional Clearinghouse on the Future", Jan. 1988

* *

Table 1

COSTS TO COLORADO TAXPAYERS OF PROVIDING/NOT PROVIDING LITERACY SERVICES

PROGRAM	ANNUAL COST
Maintain each inmate in prison	$18,500
Welfare cost per recipient (including Medicaid and food stamps)	$ 9,823
Per Pupil Cost - K-12 Education	$ 4,633
Adult Basic Education - per pupil	$60 to 200*

* *ABE figures reflect federal reimbursement to local programs. Actual cost to deliver the service is higher, forcing programs to spend an inordinate amount of time fund-raising, rather than on student and volunteer recruitment, training staff and assessing student progress.*

WHAT IS LITERACY?

* Prior to the 1920's, literacy was defined as being able to sign one's name.

* Since World War I, the U.S. Military has defined literacy as completion of the 8th grade.

* In 1951, UNESCO defined a literate person as one who can, with understanding, both read and write a short, simple statement on his/her everyday life.

* In 1979, the Census Bureau defined a literate person as one who has completed six or more years of schooling.

* In 1986, literacy means using printed and written information to function in society to achieve one's goals and to develop one's knowledge and potential.

The Colorado Adult Literacy Commission offers this definition of literacy in "Silent Crisis" (1990):

> "Literacy" is the possession of basic communication and computational skills that enable individuals to solve problems, to meet their own objectives and to function effectively in our rapidly changing society. communications skills include reading, writing, speaking and listening. Computational skills include using arithmetic to solve problems."

Since the late 1980's, the new '3R's' for the workplace as defined by "Workplace Basics: The Skills Employers Want" are:

1. The basic Three R's
2. Listening and Oral Communications:
    8.4% in writing
    13% in reading
    23% in speaking
    55% in listening
3. Learning to Learn
4. Creative Thinking/Problem Solving
5. Goal-Setting-Motivation/Self-esteem/
6. Interpersonal/Negotiation/Teamwork
7. Organizational Effectiveness/Leadership

LINGO - LEVELS - LEARNING STYLES

Program Names:

Even Start Family Learning Program

Fort Collins Public Library Literacy Services

-484-READ

Front Range Community College Literacy Program

-Center for Adult Learning in Fort Collins
-Center for Adult Learning in Loveland
-formerly-ABE
-office formerly at Centennial

Larimer County Adult Literacy Network

-formerly-Fort Collins Coalition for Literacy

Larimer County Detention Center

LIFE-Literacy in a Flexible Environment

VCH/HELP-Volunteer Clearing House/
Home Education Literacy Program

Levels, Methods, Etc.:

0-4=Learning to Read

5-8=Reading to Learn

GED=General Education Development/H.S. Equivalent

ESL=English as a Second Language

ABE=Adult Basic Education

LEA=Language Experience Approach

MELT=Mainstream English Language Training

Amnesty-program completed

Learning Styles:

Auditory
Visual
Kinesthetic

The Adult Learner

Major differences between how children and adults learn lead to some basic principles essential to effective learning by adults. A partial listing of adult characteristics might include the following:

1. The adult should be able to see immediate benefits from the learning experience.
2. The adult must want the instruction; he must be self-motivated.
3. The adult needs specific, concrete, practical, life-like learning situations.
4. The adult learns best through active participation in classroom activities.
5. The adult has experiences and interests to which new material should be related.
6. The adult requires subject matter adapted to his individual needs and capabilities.
7. As a voluntary, part-time student, the adult learns best in a supportive environment. Learning is more meaningful when adult interests are met by teachers who show personal interest in the learner. Rely on techniques involving the previous experiences of the learner.
8. A teacher should choose teaching methods that accommodate special adult interests.
9. Adults in their 40s and 50s have about the same ability to learn as they had in their 20s and 30s.
10. Intelligence may actually increase in the mid-40s to 50s.
11. Age usually begins to limit learning performance around 75 years.
12. A good memory doesn't necessarily depend on age.
13. Emphasize active (vs. passive) learning activities.

In order to effectively work with adult learners, it is important to realize and understand that adult learners learn differently than children. Each of us is a unique human being. It is only through direct experiences that we become aware of how we as individuals can be taught.

ADULT LEARNERS

ADULTS RESPOND POSITIVELY TO LEARNING WHEN:

THE INFORMATION HAS SOME PERSONAL MEANING FOR THEM.

THEY CAN RELATE WHAT THEY ARE STUDYING TO THEIR LEARNING GOALS.

THEY ARE ACTIVE PARTICIPANTS IN THE LEARNING PROCESS.

THEY ARE EXPLORING NEW INFORMATION AND EXPERIENCES.

THE LEARNING SESSIONS ARE UNINTERRUPTED AND EXTENDED OVER A SUBSTANTIAL PERIOD OF TIME. A TWO HOUR LESSON ONCE A WEEK IS MORE BENEFICIAL THAN THREE FIFTY MINUTE SESSIONS.

THEY CAN CONSOLIDATE WHAT THEY HAVE LEARNED BEFORE THEY GO ON TO NEW INFORMATION AND SKILLS.

THEY RECEIVE FEEDBACK DURING LEARNING, THUS AVOIDING THE PROBLEM OF UNLEARNING.

THEY CAN LEARN IN AN UNPRESSURED, NON-COMPETITIVE ENVIRONMENT.

TRADITIONAL EDUCATION

LEARNER = RESPONDER

TEACHER = INITIATOR

TEACHER CARRIES THE MAJOR RESPONSIBILITY FOR LEARNING

TEACHER IS PLANNER, DECISION MAKER AND FINAL COURT OF APPEAL

LEARNER RELIES ON TEACHERS ASSESSMENT OF HIS/HER PROGRESS RATHER THAN ON SELF ASSESSMENT

ADULT EDUCATION

LEARNER CENTERED

LEARNING IS AN INDIVIDUALIZED PROCESS OF DISCOVERY AND GROWTH

LEARNER TAKES THE INITIATIVE AND ASSUMES THE PRIMARY RESPONSIBILITY FOR EDUCATION

TUTOR (TEACHER) = FACILITATOR... TAKES CUES FROM LEARNERS INTERESTS AND OBJECTIVES. PLANNING IS FLUID AND OPEN ENDED

CHALLENGES FOR THE ADULT LEARNER:

1) TO ADMIT THE PROBLEM AND SEEK HELP.

2) TO FOLLOW THROUGH WITH THE LITERACY LESSONS LONG ENOUGH TO ACHIEVE THEIR GOAL.

TUTORS CHECKLIST FOR CREATING AN EFFECTIVE ENVIRONMENT FOR ADULT LEARNING

______ I have given the adult student ample opportunity to be a self-directed learner and to determine what needs to be learned and how best to learn it.

______ I have provided both active and passive learning activities.

______ I have capitalized on the adult learner's experience as a resource to their learning.

______ I have provided opportunities for the adult learner to develop and document competency as learning progresses.

______ I have given frequent and honest feedback to the adult learner and provided opportunities for their self-evaluation of their progress.

______ I have provided a lesson plan that is problem centered rather than subject centered.

______ I have adjusted the lesson plans to meet the individual needs and interests of the adult learner.

______ I have adjusted the teaching techniques to a comfortable pace for the individual adult learner.

______ I have designed an environment where other students serve as a resource, rather than competitor, for the adult learner.

______ I provide the adult learner with frequent opportunities to evaluate the learning environment and provide feedback to me as a tutor.

______ I have developed a feeling of partnership n learning with my student and made learning fun and challenging for both of us.

Overall, I have incorporated my understanding of adult learning principles in my tutoring:

______ Always, in every lesson

______ Most of the time

______ Rarely or never

CHARACTERISTICS OF A GOOD TUTOR

PATIENCE

UNDERSTANDING

CONCENTRATION

ADAPTABILITY

KINDNESS

ENTHUSIASM AND ENCOURAGEMENT

SENSE OF HUMOR

CONFIDENTIALITY

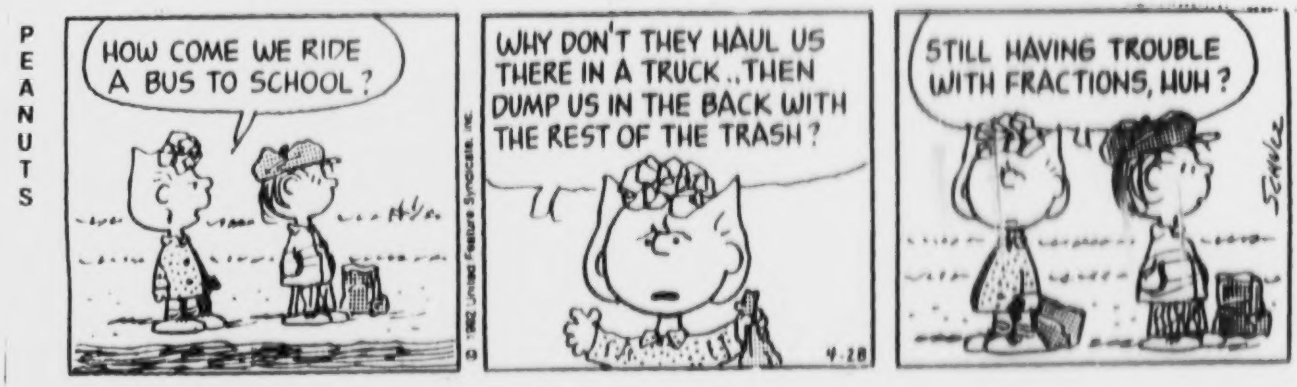
CREATIVITY

PERSEVERANCE

COMMITMENT

99 WAYS TO SAY "VERY GOOD"

1. You're on the right track now!
2. You're doing a good job!
3. You did a lot of work today!
4. Now you've figured it out.
5. That's RIGHT!!!
6. Now you've got the hang of it!
7. That's the way!
8. You're really going to town.
9. You're doing fine!
10. Now you have it!
11. Nice going.
12. That's coming along nicely.
13. That's great.
14. You did it that time!
15. GREAT!
16. FANTASTIC!
17. TERRIFIC!
18. Good for you.
19. You outdid yourself today!
20. GOOD WORK!
21. That's better.
22. EXCELLENT!
23. That's a good (boy/girl).
24. Good job, (name of student).
25. That's the best you have ever done.
26. Good going!
27. Keep it up!
28. That's really nice.
29. WOW!
30. Keep up the good work.
31. Much better!
32. Good for you!
33. That's very much better!
34. Good thinking!
35. Exactly right!
36. SUPER!
37. Nice going.
38. You make it look easy.
39. I've never seen anyone do it better.
40. You are doing that much better today.
41. Way to go!
42. Not bad.
43. Superb!
44. You're getting better every day.
45. WONDERFUL!
46. I knew you could do it.
47. Keep working on it; you're getting better.
48. You're doing beautifully.
49. You're really working hard today.
50. That's the way to do it.
51. Keep on trying!
52. THAT'S IT!
53. Nothing can stop you now!
54. You've got it made.
55. You are very good at that.
56. You are learning fast.
57. I'm very proud of you.
58. You certainly did well today.
59. You've just about got it.
60. That's good.
61. I'm happy to see you working.
62. I'm proud of the way you worked.
63. That's the right way to do it.
64. You are really learning a lot.
65. That's better than ever.
66. That's quite an improvement.
67. That kind of work makes me very proud.
68. MARVELOUS!
69. Now you've figured it out.
70. PERFECT!
71. That's not half bad!
72. FINE!
73. You've got your brain in gear.
74. That's IT!
75. You remembered!
76. You figured that out fast.
77. You're really improving.
78. I think you've got it now.
79. Well, look at you go!
80. You've got it down pat.
81. TREMENDOUS!
82. OUTSTANDING!
83. I like that.
84. Couldn't have done it better!
85. Now that's what I call a fine job!
86. You did that very well.
87. Congratulations!
88. That was first class work.
89. Right on!
90. SENSATIONAL!
91. That's the best ever.
92. Good remembering!
93. You haven't missed a thing.
94. It's a pleasure to teach when you work like that.
95. You really make my job fun.
96. Congratulations. You got (#c) right.
97. You've just about mastered that.
98. One more time and you'll have it.
99. You must have been practicing.


PEANUTS
HOW COME WE RIDE A BUS TO SCHOOL?
WHY DON'T THEY HAUL US THERE IN A TRUCK.. THEN DUMP US IN THE BACK WITH THE REST OF THE TRASH?
4-28
STILL HAVING TROUBLE WITH FRACTIONS, HUH?
SCHULZ

© 1982 United Feature Syndicate, Inc.

Definitions of Culture

> **"Culture is the learned behavior of people. It permits them to cope with the environment, to live in productive association with others, and to hand down achievements to generations that follow."**
>
> **-- A.L. Davis**

> **"The learned, shared and symbolic patterns of thinking, feeling, believing, and behaving (doing) upon which we rely for security and survival."**
>
> **-- Noris Brock Johnson**

> **"The concepts, habits, skills, arts, instruments, institutions, etc. of a given people in a given period; civilization."**
>
> **-- Webster**

3 Levels of Culture

The Iceberg

Level 1: ***Surface of Culture*** *(above sea level)*

architecture, food, language, music (learned cognitively)

emotional load: relatively low, produces few misunderstandings

Level 2: ***Unspoken Rules*** *(partially below sea level)*

courtesy, use of time, rules of conduct, social occasions, shopping, customs etc. (learned by trial and error)

emotional load: very high, violations result in negative feelings about violator

Level 3: ***Unconscious Rules*** *(completely below sea level)*

nonverbal communication, touching, space, eye contact, body language, tone, look etc. (learned through modeling usually in early childhood)

emotional load: intense, when rules are broken, relationship between persons is affected, violations are taken personally

From: Cross-Cultural Communications in the Workplace: A Training Handbook

Elements of Culture

Communication

What are patterns of communication within the group, between groups? What use is made of writing? What are conversational topics and how are they handled? Is there a ritualized kind of communication between the sexes, between age groups? Are certain topics avoided? How do language shifts in style indicate group membership?

Society

Of what importance is social status? How is it shown? To what extent does family background affect status? How is status changed or how is social power acquired? To what extent is physical or intellectual ability respected? Economic power? Moral virtue? How are they expressed? Are relations between kin especially close? What is the family structure? Are there particular group memberships?

Work

What are the favored occupations? What is the relationship between boss and employee? Of what importance is independence as compared to being part of a larger organization? What rewards are sought through work?

The Sexes

What are considered activities proper for a man, for a woman? How is sex treated? What are male and female roles for adults, children? What are considered proper dress habits for men, for women?

Space

What value is given to privacy? Are there particular areas for certain activities? Are public areas available? Utilized? How is territoriality established? Can people own space?

Time

How is the daily routine organized? Of what importance is being on time? Of finishing work tasks on time? What does *on time* mean? Is future planning important, or is it possible at all? Can one predict the future? Are certain activities restricted to specific times of year?

Learning

What is proper upbringing? When is it taught? Who teaches it? Of what importance is institutional learning? Is learning valued for its own sake? Is book learning the same experience, which is more important? Are those with higher education treated differently?

Recreation

How do people have a good time? What are patterns of play? What are joking relationships? Are games and athletics a part of recreation? Are the arts part of recreation or education?

Protection

What is physical, social, economic or spiritual security? How do law, government, medicine and employment provide security? What part does religion play in security?

Materials

Are special goods used or produced? How is material comfort defined? What is the value of money? How are technical innovations produced? Received? Is it important to have many goods?

A. L. Davis 1973

Dimensions of Intercultural Communication and Culture Learning

Cultural Awareness

Be able to look beyond an individual's behavior, to the knowledge which that person uses to interpret experience and generate social behavior. (Spradley, 1979)

Culture Learning

If there were no differences, the concept "culture" would never have been conceived. (Goodenough, 1981) As you learn about others' cultures, you will be learning about your own.

Learning From Miscommunication

Treat each instance of intercultural miscommunication as a unique opportunity for culture learning. (Goodenough, 1981)

Interaction Posture

Be able to observe and describe others' actual behavior before interpreting that behavior from your own cultural frame of reference. Avoid responding to others' verbal and nonverbal contributions in a highly judgmental and evaluative manner. (Ruben, 1976)

Taking Time

Be patient. Remember that effective intercultural encounters may take more or less time than anticipated and should proceed at a relaxed pace. (Samovar, 1981)

English Language Fluency Does Not Equal Culture Fluency

From: California Cross-Cultural Awareness Resource Guide

TIPS FOR TUTORING ADULTS FROM DIFFERENT CULTURES

1. Be careful not to stereotype the person. Use language that is free of racist and sexist terms or labels. Recognize this careless use of language and stereotyped perceptions.

2. Be aware of the cultures of those you may be teaching. Read about different cultures to learn more about them. Knowing about another's culture enriches your own perspective. Use this culture as a basis of learning. Be open, flexible, and receptive to cultural diversity and alternative life styles. Respect the person's cultural background.

3. Try to use approaches and materials that are sensitive and relevant to the person's sociocultural background and experiences. Use materials that are relevant to them. Ask what they want to learn about and what materials they want to use.

4. Be warm and enthusiastic. Be positive. Accept the person and his/her language, believe in the person and expect that person to succeed. Use sincere praise and encouragement. Remember that positive reinforcement is more effective than negative reinforcement.

5. Have a positive view of yourself and your own ethnic background.

6. Show that you care. Ask students about themselves, their families, their likes and dislikes. Provide an atmosphere which encourages the person to share his home and daily experiences and to talk about himself, his interests, and aspirations. Use this information to find material which might interest the person. Ask questions if you don't know what they want.

7. Help the person identify a goal that is attainable. Start small and build on successes.

8. Be aware of your nonverbal behavior. Sometimes a nonverbal cue is more destructive than a verbal cue.

9. Model appropriate behavior and usage of language. People learn by observing and it is important that they see you use proper grammar, etc.

10. If the person in LEP (Limited English Proficient):
    a. Monitor your language.
        1. Rely on simple verb tense.
        2. Speak more slowly.
        3. Avoid figures of speech, abstract language, and slang.
    b. Use logical steps or lists.
    c. Isolate key words and explain their meanings.
    d. Watch expressions for signs of incomprehension.
    e. Ask pertinent questions about the reading. Ask questions which check understanding and comprehension.
    f. Make notes on each student to maintain consistency. Make notes on questions you have about teaching the person and get answers.

CULTURE/TRANSITIONAL SHOCK

Implications for Tutors

*Reflect on personal periods of transition

*Remember your reactions

*Recall what helped you through the difficult stages of your own transition.

*When planning sessions remember that the literate world is a cultural experience and your adult learner may be experiencing difficulty in making this transition.

*Be sensitive to what support your learner may need during this transition.

  *Support is important, especially at the beginning

  *Help to develop the learner's support system

  *Meet family members and invite them to be part of the learning process.

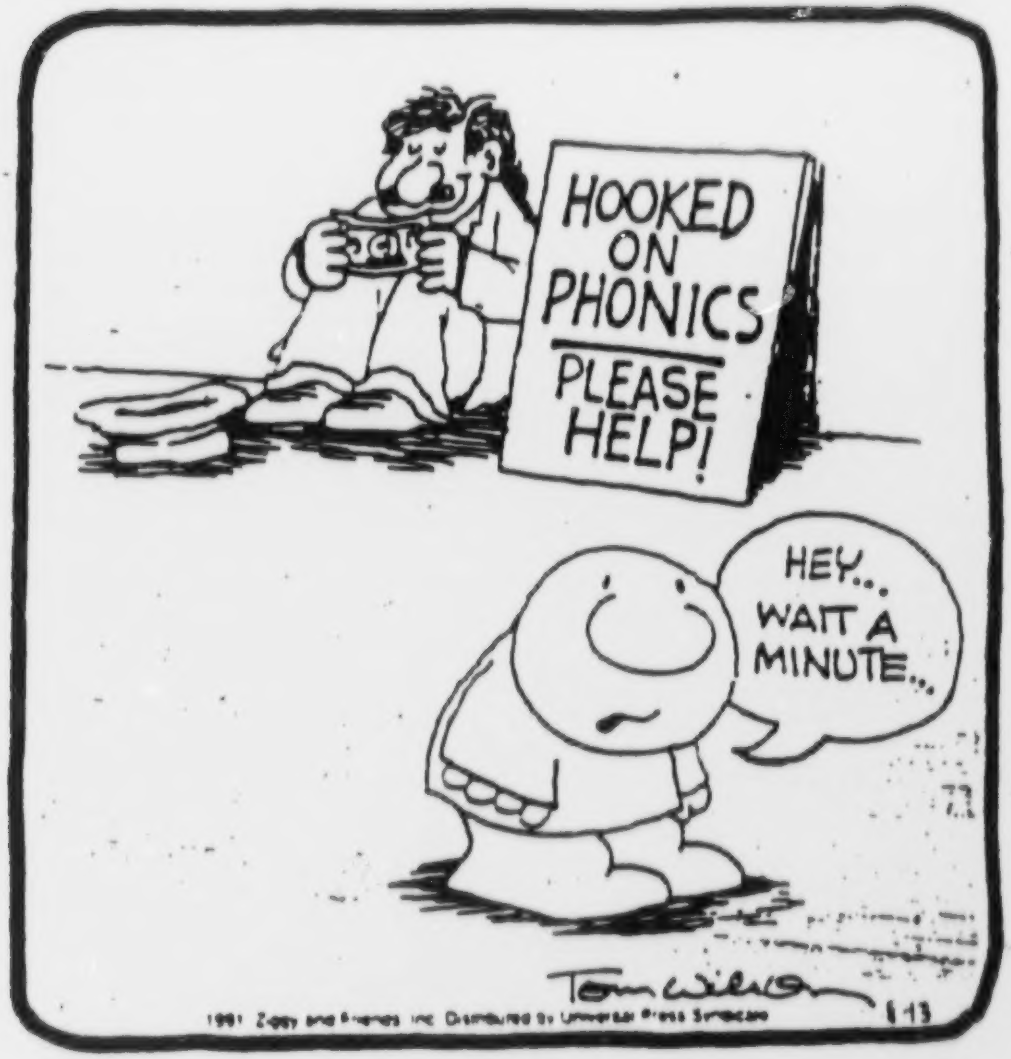
  *Provide opportunities for the adult learner you are working with to meet other learners.

  *Important that learner feels comfortable, especially at the beginning

  *Relate your lesson to what is already known and comfortable

  *Make learning fun

ZIGGY


HOOKED ON PHONICS
PLEASE HELP!
HEY... WAIT A MINUTE...
Tom Wilson
6-13

1991 Ziggy and Friends, Inc. Distributed by Universal Press Syndicate

COLORADO DEPARTMENT OF EDUCATION: Summary of the Form of Bias in Instructional Materials

I. Exclusion/Invisibility:

Perhaps the most fundamental form of bias in instructional materials is the complete or relative exclusion of a particular group or groups from representation or consideration in text and/or illustrations.

II. Stereotyping:

From McGraw-Hill Book Company's Guidelines for Bias-Free Publishing-

A stereotype is an image formed by ascribing certain characteristics-physical, cultural, personal, occupational, historical - to all members of a group.... It reinforces preconceived estimations of people, whether positive or negative, and insulates the reader or viewer from the real person or group.

Examples of stereotypes...to be avoided:

APPEARANCE-Native American depicted wearing the same kind of feathers, braids, beads, with no attention to individual variation in dress among different nations and peoples.
Mexican American with serape and sombrero.

PERSONALITY-Hispanic male who is flamboyant, macho, lazy; who lives for the present without much thought for the future.
Japanese American woman who is submissive and male-dominated.

OCCUPATION-Mexican Americans as migrant farm workers.
Asian Americans as workers in or owners of laundries or restaurants.

HISTORY,CULTURE-Simple, primitive, warlike American Indians.
Slaves in America as better off than some poor white workers; failure of Reconstruction because of ineptitude of new black voters and legislators.

III. Imbalance/Selectivity:

Textbooks perpetuate bias by presenting only one interpretation of an issue, situation or group of people. Through selective presentation of materials, instructional materials may distort reality and ignore complex and differing viewpoints. As a result, millions of students have been taught little or nothing about the contributions, struggles, and participation of women and minorities in our society.

Minorities, women, and the handicapped should be comprehensively represented in totally integrated, everyday situations,in all occupations, in positions of authority, participating in all activities of life.

IV. Unreality:

Instructional materials often ignore the existence of prejudice, racism, discrimination, exploitation, oppression, sexism and intergroup conflict. Controversial topics are glossed over. This unrealistic coverage denies children the information they need to recognize, understand and perhaps some day conquer the problems that plague society.

IV. Unreality (cont.):

It is a misleading notion that hardwork, education (speaking English), and a low profile will overcome adversity and lead to success - success being defined as how well a minority person has assimilated to white, middle class values. It is a misleading suggesttion that American ideals of "decency and fair play" will overcome racism and sexist struggles without active opposition from groups historically victimized.

V. Fragmentation/Isolation:

Textbook content regarding minority groups and women may be physically or visually fragmented and isolated and delivered only in separate chapters or even in boxes to the side of the page.

Minorities and women may be depicted as interacting only with persons like themselves, never contacting or impacting the dominant culture.

VI. Linguistic Bias:

Language is a powerful conveyer of bias in instructional materials.

Certain terms such as 'primitive' and 'savage' infers that a group is inferior to the 'civilized' dominant culture.

Words such as 'squaw', 'brave', and 'papoose' should be avoided; woman, man, and baby should be used.

Be as specific and accurate as possible when refering to a group or person; ie. use the specific name such as Iroquois rather than American Indian.

Never refer to a disabled person as an 'imbecile' or 'moron'; instead of 'the blind', refer to visually handicapped persons as 'blind people'.

Use parallel language when writing about men and women. ie. instead of 'men and girls', use 'men and women'.

Language which assumes that the subject being written about is either male or female should be avoided. ie. 'Doctors often neglect their wives and children.' should read 'Doctors often neglect their families.'

Gender-specific terms should be replaced whenever possible by terms that can include members of either sex. ie. replace 'salesman' with 'sales agent', 'mankind' with 'humanity','people', or 'men and women'

VII. Illustrations/Photographs:

Illustrations should contribute to the positive portrayal of an integrated society. Minorities, women, and the disabled should be shown in a wide variety of activities and roles.

The size of people in photographs and the coloring should be done so that white males do not appear larger and in more control than women and minorities.

All members of a minority groups should not be portrayed as having the same physical traits. Avoid the "they all look alike" myth.

Illustrations and photographs should be accurate and authentic.

For Connie

CENTER FOR ADULT LEARNING/PRCC TUTOR WORKSHOPS
WINTER, 1993

L.E.A.- WHAT'S THAT?

THE LANGUAGE EXPERIENCE APPROACH

1. A must for tutors of basic reading students.
2. It's great for improving writing and spelling problems.
3. E.S.L. tutors will find these techniques useful.

Language experience is a fun way to teach reading and get to know your student better!

Presented by- Carole Cook
Times- Fri. Feb. 5th, 9-10:30 AM or Tues. Feb. 9th, 6-7:30 PM

MATH TIPS

Do you dislike long division? Do you have mathophobia?
COME TO THE MATH SEMINAR. You will:

1. Perform long division with ease and confidence without using the calculator.
2. Find out about math anxiety.
3. Do subtraction a different way.
4. Share tips in working with fractions.
5. And more . . .

See you there!

Presented by- Huong Mueller
Times- Fri. Feb. 5th, 10:30-12 AM or Tues. Feb. 9th, 7:30-9 PM

TUTOR TIPS

Helpful tutor information and handouts.
Discussion group.
For tutors to exchange ideas and questions from personal experiences with the students.

Presented by- Novella Meyers
Times- Fri. Feb. 5th, 10:30-12 AM or Tues. Feb. 9th, 7:30-9 PM

WRITING - THE RIGHT WAY

1. What is writing?
2. Getting started.
3. What to do if your student "can't write".
4. How to encourage writing.
5. From the beginning to THE ESSAY.

Come ready to ENJOY writing. It can really be fun for you and your student.

Presented by- Ann Kinsley
Times- Fri. Feb. 5th, 9-10:30 AM or Tues. Feb. 9th, 6-7:30 PM

Cultural, Library and Recreation Services
Public Library

City of Fort Collins

March 4, 1993

Dear Prospective Tutors,

I am inviting you to attend tutor training that is being offered by the Fort Collins Public Library's Adult Literacy Services this month.

The adult literacy providers prefer that you attend both sessions. as the combinations will greatly help you in your initial contact with an adult learner. If you can not make both sessions, please contact me and I'll make other arrangements.

In the educational cycle (fall to spring), this time of the year programs have traditionally a lower demand for tutors. However, this year, I have requests for trained volunteer tutors. I can not guarantee that everyone who goes through this training in March will be placed in April in the program that they choose.

The Library Literacy Services will most likely offer tutor training in June and then definitely in August for the opening of fall instruction. If you wish to wait until then, due to your scheduling needs or preference, just notify me of your intention and I will alert you to future training.

The adult literacy providers do not want to lose you as potential volunteers but I need to be realistic how the lack of funding does hamper the local programs ability to serve adult learners and in turn make use of your valuable time and commitment.

Please call me to reserve a space in the March 30 & 31st training. I will be out of town, March 8-10th and March 17-22th but leave a message, my co-worker, Joan Ladd, will be checking the messages and responding to inquires.

Please call to reserve a space on the March 30th & 31st tutor training.

Sincerely,

Connie Rockwell

Connie Rockwell
Program Coordinator

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

BASIC TUTOR TRAINING

"Orientation to Adult Literacy - An Overview"

Presenter: Connie Rockwell
Fort Collins Public Library
Adult Literacy Services

When: Tuesday March 30, 1993
6:00 to 8:30 p.m.

Where: Fort Collins Public Library * Delatour Room
201 Peterson, Fort Collins

* * * * * * *

"Core Skills Training"

The how-to's in starting a tutoring situation.

Presenter: Bitsy Koliha
Front Range Community College
Adult Literacy Program

When: Wednesday March 31, 1993
6:00 to 8:30 p.m.

Where: Fort Collins Public Library * Delatour Room
201 Peterson, Fort Collins

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

City of Fort Collins

Cultural, Library and Recreation Services
Public Library

March 10, 1993

Dear LIFE Tutor:
Connie and I want you to know that we are still alive and well, and missing our more frequent contacts with the LIFE tutors. As you know, we are working for the Library Literacy Services Program which provides workshops for all literacy tutors in Fort Collins. We have two workshops coming up in March which we'd like to invite you to attend if the topics interest you. In the meantime, we have not forgotten the LIFE program. We've written a grant and are about to write another, hoping to get refunded. To that end, we like to keep as much of the program alive as possible. You could help us out by filling out the following questionnaire and returning it to Connie Rockwell
LIBRARY LITERACY SERVICES
Fort Collins Public Library
201 Peterson
Fort Collins, CO 80524

NAME____

Are you still working with your adult learner? YES NO
If not, when did the sessions end? MONTH__________ YEAR__________
What was the reason for the termination?____________________

If you have no student now, would you be interested in tutoring another student? YES NO
If so, when? NOW LATE SPRING SUMMER FALL

How have your experiences been as a tutor?
EXCELLENT GOOD AVERAGE OK BAD

Comments:____

How could your experience have been improved?____________________

We hope to see you in March. Thanks for your cooperation. Joan

BASIC TUTOR TRAINING

"Orientation to Adult Literacy - An Overview"

Presenter: Connie Rockwell
Fort Collins Public Library
Adult Literacy Services

When: Wednesday May 26, 1993
6:00 to 8:30 p.m.

Where: Larimer Community Service Building **
424 Pine Street, Fort Collins

* * * * * * * *

"Core Skills Training"

The how-to's in starting a tutoring situation.

Presenter: Bitsy Koliha
Front Range Community College
Adult Literacy Program

When: Thursday May 27, 1993
6:00 to 8:30 p.m.

Where: Larimer Community Service Building **
424 Pine Street, Fort Collins

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

** The Larimer Community Service Building is located in north Fort Collins, east of College Ave. Travel north on College, turn right on Willow, turn left on Pine Street. Pine Street dead ends here.

Cultural, Library and Recreation Services
Public Library

City of Fort Collins

May 28, 1993

Dear Volunteer Tutors,

I would like to alert you to an opportunity to volunteer as a tutor this summer. Front Range Community College is offering classes for adult learners from June 7th through July 30th.

The classes are as follows:

English as A Second Language (ESL)
Tuesday mornings and evenings (2 hours segments)
These are two different classes.

Basic Skills and GED Preparation
Monday and Wednesday mornings (2 hour segments)
This is the same group of students.

The classes break down into small or individual study groups, which are supervised by the teacher but done by the volunteer tutors. We are in need of experienced tutors who would be willing to work for eight weeks. Additional training will be provided. If you are interested in working with adult learners for one of these four time slots, please contact me at 484-READ.

Sincerely,

Connie Rockwell
Connie Rockwell
Program Coordinator

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

LOWER LEVEL READING SKILLS

"Learning to Read"

Learn where to start. Find out about phonic analysis, context clues, auditory discrimination and other necessities for the beginning reader.

PRESENTER: Bitsy Koliha

WHEN: Wednesday, June 2, 1993
7:00 to 9:00 p.m.

WHERE: Larimer Community Services Building **
424 Pine Street

* *

UPPER LEVEL READING SKILLS

"Reading to Learn"

Learn about reading comprehension; questions for understanding; scope and sequence of skills and suggested materials.

PRESENTER: Bitsy Koliha

WHEN: Thursday, June 3, 1993
7:00 to 9:00 p.m.

WHERE: Larimer Community Services Building **
424 Pine Street

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

** The Larimer Community Service Building is located in north Fort Collins, east of College Ave. Travel north on College, turn right on Willow, turn left on Pine Street. Pine Street dead ends here.

TUTOR TRAINING

ENLISH AS A SECOND LANGUAGE

Learn tutoring skills: What to teach, the importance of communication, the four basic language skills, Melt curriculum, lesson planning.

PRESENTER: Margie Wagner

WHEN: Thursday, June 7, 1993
7:00 to 9:00 p.m.

WHERE: Larimer Community Services Building **
424 Pine Street

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

** The Larimer Community Service Building is located in north Fort Collins, east of College Ave. Travel north on College, turn right on Willow, turn left on Pine Street. Pine Street dead ends here.

TUTOR TRAINING

ENLISH AS A SECOND LANGUAGE

Learn tutoring skills: What to teach, the importance of communication, the four basic language skills, Melt curriculum, lesson planning.

PRESENTER: Margie Wagner

WHEN: Thursday, June 7, 1993
7:00 to 9:00 p.m.

WHERE: Larimer Community Services Building **
424 Pine Street

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

** The Larimer Community Service Building is located in north Fort Collins, east of College Ave. Travel north on College, turn right on Willow, turn left on Pine Street. Pine Street dead ends here.

Cultural, Library and Recreation Services
Public Library

City of Fort Collins

August 5, 1993

Dear Prospective Tutors,

I am inviting you to attend tutor training that is being offered by the Fort Collins Public Library's Adult Literacy Services.

The adult literacy providers prefer that you attend both sessions of the Basic Tutor Training (Orientation and Core Skills). This combination will greatly help you in your initial contact with an adult learner. If you can not make both sessions, please contact me and we'll make other arrangements.

The Library Literacy Services will again be offering basic tutor training in September. If you wish to wait until then, due to your scheduling needs or preference, just notify me of your intention and I will alert you to future training.

An additional tutor training flyer is enclosed. If you are considering working with adult whose primary language is other than English, you should attend these sessions.

Please call me to reserve a space in the August training. If you have further questions, feel free to call me at 484-READ.

Sincerely,

Connie Rockwell

Connie Rockwell
Program Coordinator

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

BASIC TUTOR TRAINING

"Orientation to Adult Literacy - An Overview"

Presenter: Connie Rockwell
Fort Collins Public Library
Adult Literacy Services

When: Tuesday August 24, 1993
6:00 to 8:30 p.m.

Where: Fort Collins Public Library * Delatour Room
201 Peterson, Fort Collins

Next training - Tuesday, September 28, 1993

* * * * * * *

"Core Skills Training"

The how-to's in starting a tutoring situation.

Presenter: Bitsy Koliha
Front Range Community College
Adult Literacy Program

When: Wednesday August 25, 1993
6:00 to 8:30 p.m.

Where: Fort Collins Public Library * Delatour Room
201 Peterson, Fort Collins

Next training - Wednesday, September 29, 1993

* * * * * * *

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

BEST COPY AVAILABLE

TUTOR TRAINING

ENGLISH AS A SECOND LANGUAGE

Learn tutoring skills: What to teach, the importance of communication, the four basic language skills, Melt curriculum, lesson planning. This is a two part training; attendance both nights is required.

PRESENTER: Margie Wagner, Instructor at FRCC

WHEN: Tuesday, August 31, 1993 &
Wednesday, September 1, 1993
6:00 to 9:00 p.m.

WHERE: Fort Collins Public Library - Delatour Room
201 Peterson Street

Please call **484-READ** to reserve a space in the classes.

Sponsored by the City of Fort Collins Public Library
Adult Literacy Services

THIS WEEK AT THE LIBRARY

Sunday, August 22, 1993 -- Sunday, August 29, 1993

Sunday, August 22, 1993

NEW WEST FEST

1- 4:45 p.m. **International Film Classics**

"Comedy Classic Shorts"

Monday, August 23, 1993

9:30 - 11 a.m. Modern Woodsmen

contact Renee Gray, (307) 634-5459

Noon-1 p.m. Noon Shiner's Toastmasters

contact Steve Schauerhammer, 493-3523

1:30 - 2 p.m. Michael Bailey -opaque

7 - 8:45 p.m. Women's Investment Network Meeting

Tuesday, August 24, 1993

8:30 - 9:30 a.m. Children's Services Staff Meeting

11 a.m. - noon **Q.I. Meeting**

1 - 4 p.m. Police Service - Narcotics Meeting

contact Paul Landolt, 498-9802

6 - 8:30 p.m. **Adult Literacy Training**

contact Connie Rockwell, 221-6748

Wednesday, August 25, 1993

1:30-3 p.m. Poudre Fire Authority Hazardous Materials Management Seminar

contact Ron Gonzales, 221-6570

6 - 8:30 p.m. **Adult Literacy Training**

contact Connie Rockwell, 221-6748

City of Fort Collins

Cultural, Library and Recreation Services
Public Library

September 13, 1993

Dear Prospective Tutors,

I am inviting you to attend tutor training that is being offered by the Fort Collins Public Library's Adult Literacy Services.

The adult literacy service providers prefer that you attend both sessions of the Basic Tutor Training (Orientation and Core Skills). This combination will greatly help you in your initial contact with an adult learner. If you can not make both sessions, please contact me and we'll make other arrangements.

The Adult Literacy Services will again be offering basic tutor training in October. If you wish to wait until then, due to your scheduling needs or preference, just notify me of your intention and I will alert you to future training.

An additional tutor training flyer will be scheduled for October and you will be notified of the dates and times. If you are considering working with adult whose primary language is other than English, please let me know when you sign up for Orientation.

Please call me to reserve a space in the September training. If you have further questions, feel free to call me at 484-READ.

Sincerely,

Connie Rockwell

Connie Rockwell
Program Coordinator

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

EVALUATING THE TRAINING MODULES

City of Fort Collins

Cultural, Library and Recreation Services
Public Library

LIBRARY LITERACY SERVICES
TUTOR TRAINING WORKSHOP EVALUATION

Date____________________

Name of Trainer________________________________

Workshop____

1) Were the objectives of this presentation clear?

Vague 1 2 3 4 Clear

2) How helpful were the activities in reaching these objectives?

Very little 1 2 3 4 Very much

3) Were the materials and audio-visual aids used effectively?

Not effective 1 2 3 4 Very effective

4) Did you understand the main concepts?

Little 1 2 3 4 Fully

5) Has this helped you to feel ready to be a tutor?

Little 1 2 3 4 Fully

Recommendations: (Please use back of page if necessary)

6) What I found most useful was...

7) What I found least useful was...

8) What I would like more of is...

9) How appropriate was the workshop in meeting your needs?

10) Recommendations or comments for the trainer...

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

TRAINING EVALUATION
FORT COLLINS PUBLIC LIBRARY
ADULT LITERACY SERVICES

Name of Presenter:____

Date of Presentation:____

Topic of presentation:____

1 = Strongly Agree 2 = Agree 3 = Neutral 4 = Disagree 5 = Strongly Disagree

1. My objectives, interests or expectations were met in this training.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

2. The course content was organized and well presented.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

3. The presenter demonstrated enthusiasm for the subject matter.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

4. Visual aids and training materials were effectively used.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

5. I was comfortable with the level of participation and discussion.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

6. The presenter was responsive to questions and comments.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

7. The atmosphere was respectful and supportive of individuals.

________ 1 ________ 2 ________ 3 ________ 4 ________ 5

8. I would like to know more about:

9. The strengths of this training were:

10. The weaknesses of this training were:

June 10, 1993

Greetings from the Backroom of the Library!

Joan and I were glad to get your input at the FRCC staff meeting last week. If you could take the time to answer the brief evaluation form about that presentation, we would appreciate it. We also wanted to remind you to return the survey forms that we handed out that day. Enclosed is an envelope for your convenience and maybe a stamp.

Thank you.

* *

Library Literacy Services Presention Evaluation
June 2, 1993

1). Were the objectives of this presentation clear?

Vague 1 2 3 4 Clear

2). How helpful were the materials presented?

Vague 1 2 3 4 Clear

3). Would you like further updates from the Library's Literacy Services? Yes No

4). Recommendations:

What I found most useful.....

What I found least useful......

What I would like more of......

Further recommendations.......

FACILITATING LARIMER COUNTY
ADULT LITERACY NETWORK

BEST COPY AVAILABLE

LARIMER COUNTY ADULT LITERACY NETWORK

ADULT LITERACY SERVICES OFFERED
FALL 1993

TUTOR TRAINING AND TUTOR SUPPORT

FORT COLLINS PUBLIC LIBRARY
ADULT LITERACY SERVICES
484-READ

Adult Literacy Services coordinates training for tutors and puts tutors in contact with agencies which provide adult literacy in Larimer County. The Adult Literacy Services office also maintains the READ UP section of the Fort Collins Public Library which provides learning materials for both tutors and adult learners.

COLORADO STATE UNIVERSITY
LITERACY CORPS
491-5526

The Literacy Corps is organized through a 400 level course offered at CSU to undergraduate students. The purpose of the course is two-fold: to teach students about literacy and to develop their tutoring skills. Students enrolled in the course then serve as tutors to CSU employees and their family members or tutor students in one of the literacy programs in Larimer County.

CSU also sponsors the Student Athletes for Literacy ("Reading with the RAMS"). Student athletes take a course which is an introduction to literacy. In the course, they learn how to read to children, how to select literature for children and a variety of other skills vital for developing literacy in children. All this is done in a hands on manner, as the athletes work with youngsters in the Poudre R1 Schools Collins.

ADULT LITERACY PROGRAMS

FRONT RANGE COMMUNITY COLLEGE
CENTER FOR ADULT LEARNING - FORT COLLINS
424 PINE STREET SUITE 3
FORT COLLINS, CO 221-2160

CLASSES OFFERED: GED, ESL, BASIC SKILLS
SCHEDULE: Classes begin September 13.
2 MORNINGS PER WEEK AND 2 EVENINGS PER WEEK
REGISTRATION: Registration begins the week of September 7, 1993
Students are asked to call and leave their number. The machine will give priority to those students who have called and left a message which will speed up their registration when they walk in. After the week of September 7, there will be walk-in registration the first

VOLUNTEERS CLEARINGHOUSE AND OPPORTUNITY CENTER
216 EAST OAK
FORT COLLINS, CO 80524   493-0909

CLASSES OFFERED: READING & WRITING (one on one tutoring provided) English Grammar, Spelling, Journaling (Reading journals and writing journals), Reading for Career Selection, Study Skills, and the Reading Program for parents and children
MATHEMATICS (levels vary) each student will be individually assessed and provided a tutor.
SCHEDULE: Classes begin September with flexible scheduling. They will be offered Tuesday, Wednesday and Thursday mornings Wednesday evenings and possibly Thursday evenings.
REGISTRATION: Call and inquire about availability of classes.

EVEN START
2025 NORTH COLLEGE SITE 122
FORT COLLINS, CO   484-2580

CLASSES OFFERED: GED INSTRUCTION (both at the center and in the home by individual tutors) and English as a Second Language
SCHEDULE: Monday and Tuesday at the Center from 1 to 3 pm
Tutors by arrangement
REGISTRATION: Drop in or call for the availability of classes

---

FRONT RANGE COMMUNITY COLLEGE
ADULT LITERACY PROGRAM - CENTER FOR ADULT LEARNING (CALL)
HOUSE OF NEIGHBORLY SERVICES
565 NORTH CLEVELAND
LOVELAND, CO 80537   663-7111

CLASSES OFFERED: GED Preparation for students with skills from 0 to eighth grade and English as a Second Language.
One-on-one tutoring is also arranged for each student.
SCHEDULE: Classes are offered Monday through Thursday, mornings, afternoons, and evenings. Each class meets twice a week.
REGISTRATION: Priority is given to continuing students. New students should call September 7 (663-7111) to sign up.

FAMILY LEARNING PLACE
2551 HAMPSHIRE RD
FORT COLLINS, CO 80526   482-9884

CLASSES OFFERED: GED Preparation (Reading, Writing, Math)
SCHEDULE: M. T. W. Th. from 1-3 pm CHILD CARE provided for adult learners who are referred by Social Services.
REGISTRATION: September 7, 1993 call 221-2160 or go to 424 Pine Street Suite 3, Fort Collins.

Larimer County Adult Literacy Network
Agenda
April 22, 1993

Selection of Recorder:

Minutes:

Old Business:

Training Needs:

- Summer:
  - FRCC in Fort Collins will begin classes on June 7th
    - ESL & GED (tutor needs?)
  - Other programs needs:
- Classes:
  - Orientation & Core Skills: end of May?
  - GED preparation and ????:
  - Tutor Tips: Any reactions to sessions? Any requests by tutors? Time, place, content?
  - Feedback on classes and placement of volunteer tutors:
- Fall training: Late August?

Volunteer Appreciation:

We have $300 budgeted for this item. How can we best help you honor volunteers? We cannot purchase food!

READ-UP section:

Ordering books: We are in the process of ordering books. The most urgent need is in math and GED books. Do you have suggestions for publishers or books? Are there other books you would like to see in the READ-UP that would compliment your programs? Give us your requests by May 1, 1993.

Publicizing the READ-UP section: How to get the word out? Suggestions? Remember it's for tutors and learners both. There is good "stuff" and some of dubious value.

Newsletter: Authors:

Possible articles:
- Options for summer learning
- Up-date on adult literacy issues
- Calendar for fall
- ESL article
- GED program at Library
- Jostens at the Detention Center
- September - literacy event
- Article by tutor or adult learner
- Loveland Title VI program
- Family Learning Center
- Jane Davis's retirement
- Work Place Literacy

Publishing Date: When?

Larimer County Adult Literacy Network
August 4, 1993
Front Range Community College

Old Business:

1. Milk Carton - Poudre Valley Creamery
   Did anyone see it?

2. No News on Title VI monies for '93-94

3.

New Business:

1. Rotary Grant Award - see attachment letter & revised budget
   What thinks ye of the 'niwe bowgette'?

2. GED & the Senator

   Senator Ben Nighthorse Campbell as agreed to write a congratulatory letter to all GED graduates. All we need to do is send his office names & addresses. A concern for confidentailly was raised so each program would need to address that issue.

2. Better Bags - book bags to sell at fairs, Fort Collins Public Library, etc.
   Is this the Library Literacy Office gig or Larimer County Adult Literacy Network gig?
   What about a cardboard tag attached to bag with blurb on adult literacy, the demand, need, etc.?

3. September's Events - see attachment

   a. Environmental Fair - table at fair
      Awareness, volunteer recruitment

      Need to refine table theme:

      Need warm bodies:

   b. Reception & dedication of the READ-UP Series will be September 21st, at the Delatour Room. from 7:00-8:30
      Speaker will be Nancy Kneppal from the High Plains Library

   c. Proclamations for City & County
      Will need participants? Suggestions, por flavor?

BEST COPY AVAILABLE

d. Columbine Cable "Take One"

The station would like to do a 15 minute take on adult literacy in the county. They would like to film 3 or 4 shots prior to the studio time. Suggestions:

- view of Family Learning Center & then focus in on Mary Ellen & student;
- view of LCDC & then focus in on Learning Lab with students in it;
- Loveland Title VI outside of Library and then John talk with students.

e. Friends of the Library Book Sale - Foothills Fashion Mall

Similar to environmental fair for setup;
Need warm bodies for the weekend.

ADULT LITERACY EVENTS - SEPTEMBER 1993

September 1 - The Rotary Club of Fort Collins 75th Anniversary
Awards Banquet - $10,000 grant to Larimer County
Adult Literacy Network

September 18 - Environmental Fair 9:30 - 4:00
Larimer County Adult Literacy Network Table

September 21 - Reception for READ-UP Series of Books
for new adult readers
Fort Collins Public Library - Delatour Room
7:00 - 8:30 p.m.

September 28 - Larimer County Detention Center
Open House for "Learning Lab"
10:00 - 2:00

September 28 & 29 - Tutor Training - Orientation & Core Skills
Fort Collins Public Library - Delatour Room
6:00 - 8:30 p.m.

October 1 - 3 Friends of the Library Book Sale
Foot Hills Fashion Mall
Larimer County Adult Literacy Network Table

Throughout the month of September on Wednesday & Friday evenings at 7:00 p.m., Columbine Cable will air on "Take One", a profile of the programs and activities of the various Larimer County Adult Literacy Network providers.

Proclamations supporting the work of adult literacy by both the County and City government will be announced in September.

ROTARY CLUB OF FORT COLLINS
Service Above Self Award

REQUEST FOR PROPOSAL

Agency Name: Larimer County Adult Literacy Network via
The Fort Collins Community Foundation

Address: Fort Collins Public Library, Adult Literacy Services
201 Peterson, Fort Collins, CO 80524

Phone: 303-221-6748

Contact Persons and Titles: Joan Ladd, Program Director
Connie Rockwell, Program Coordinator

Has your agency previously received support from the Rotary Club of Fort Collins? NO

Project Name: Literacy Volunteer Tutor Support Project

Please Describe: This is a one time project to purchase teaching materials and to provide more in-depth training and support for volunteer tutors who work with adult learners in all adult literacy programs of Fort Collins (Network Members): Volunteer Clearing House Opportunity Center, Even Start Learning Center, Front Range Community College Adult Literacy Program, and the Fort Collins Library Adult Literacy Services(Network facilitator).

Goals and Objectives of the Project:
Goal: To establish a resource base which will provide training and teaching materials for literacy volunteers in Fort Collins.
- Objective 1: The Network will survey, select, purchase and disseminate materials to assist volunteer tutors in their teaching.
- Objective 2: The Network will purchase, produce and disseminate volunteer tutor training video programs.
- Objective 3: The Network will train volunteers and teachers from each literacy program to use the teaching/training materials and provide support for the tutors as they work with adult learners.

Outline the proposed time line for the project: (Sept/93 through July/94)
9/93: Survey Network teachers and experienced volunteers for best suited materials at a meeting in which child care is provided.
10/93: Select and purchase materials, using survey and inventory of current READ UP materials; plan and provide training for volunteer tutors.
11/93: Provide scholarships and stipends for volunteer tutors to receive training at the regional Colorado Department of Education literacy conference/Longmont, plan and provide training for volunteer tutors.
12/93-1/94: Catalog and disseminate purchases, review materials, complete quarterly report & plan training.
2/94-3/94: Disseminate materials, provide training, hold general meeting, complete quarterly report, and provide scholarships and stipends for volunteers to receive training at a regional Colorado Department of Education conference/Denver.
4/94-7/94: Evaluate project. Include input from volunteer tutors, adult learners, teachers and program directors. Complete final report.

Who is the target population to be served?
This project will serve approximately 600 adult learners in Fort Collins who seek to improve themselves by acquiring basic literacy skills, English as a

Second Language or a GED (high school equivalency diploma) through tutoring offered in Adult Basic Education programs.

Number to be served? 120 volunteers tutors will be trained to serve 600 adult learners during the project year.

Describe the plans for in-house evaluation of the project.
Evaluation forms will be completed by teachers and volunteers at each training. Volunteers will complete an evaluation of each regional conference they attend. The program teachers will conduct on-site tutor observations to assess how effectively the tutors are using the materials and to assess the value of the materials for adult learners. The directors of each program will submit an overall evaluation of the project's effectiveness for the final report to the grantor.

How will the requested funds be used?
The funds will be used to: Pay personnel to do needs assessment, select, order and purchase tutorial and training materials; provide child care; plan and provide training of volunteers; organize the attendance of volunteers at conferences; and coordinate the evaluation, volunteer observations, quarterly and final reports to the grantor. Also, to pay for scholarships and stipends for volunteers to attend literacy conference, and to pay for teaching and training materials outlined in the project.

Please answer the following questions:

What services will be delivered? Volunteer tutors will have access to a collection of tutorial and training materials and will be provided an opportunity to acquire tutorial skills in adult basic education at local, regional and state level training workshops.

Is the proposed project a new or existing service? If the project is existing, how is it currently meeting community needs? Presently, a small collection of tutorial materials is housed in the READ-UP section of the Fort Collins Library. However, this does not adequately serve the increasing number of volunteers needed to work in the literacy programs in Fort Collins. The collection of materials is outdated and in poor condition from constant use. The dwindling resources available to all literacy providers in Fort Collins do not allow individual programs access to sufficient tutorial and training materials. Materials purchased by this program will be housed at each literacy center, as well as at the Fort Collins Library, making them more accessible to the tutors. A minimum of training of volunteers is now provided by Library Literacy Services. Support and follow-up of tutors once they have completed basic training is needed, as is more in-depth training. This project will make available the additional training and support for the volunteer tutors and consequently a better program for the adult learners.

What other Fort Collins agencies or organizations are providing similar services? None.

Will community volunteers be required for the success of this project? Volunteers are already an integral part of the success of all the adult literacy programs which will benefit from this project. This project will enable the volunteer tutors to better serve the adult learners of Fort Collins.

How do you anticipate meeting volunteer requirements? Library Adult Literacy Services will continue to recruit and train volunteer tutors to serve Network members. This project will enhance that effort.

What is the projected duration of this project?

The project will begin in September and terminate in July of 1994; however, the on-going benefits of the project will continue for many years.

Describe how the project would be continued after Rotary support is retired? The materials purchased and produced will continue to serve each of the adult literacy programs. Library Adult Literacy Services, the current provider of training for literacy volunteers, and each of the adult literacy agencies will seek funds to continue to train new volunteers in the use of the teaching materials and to provide on-going support for volunteers.

What is the amount of financial support you are requesting from the Rotary Club of Fort Collins? $13,000

What percentage of the requested funds will be used for the following:

Administration:	4%	Equipment:	2%
Construction:	0%	Program Services:	94%

What specific percentage of the project budget does this requested amount represent? This new project is a collaboration by all Network members, which will provide in-kind support if the project is funded. Neither existing nor future funds cover the activities described here; therefore the request represents 100% of the project budget.

Will other community groups provide financial support? If so, provide details. Currently, donations are received on a small scale from local groups such as University Women, Zonta, Lutheran Brotherhood, Kappa Alpha and others. These one-time-only donations are usually designated for a specific purchase and are generally inadequate to cover the cost of training and disseminating information to volunteer tutors. In-kind donations, such as the training room, READ-UP sections, and office space are donated by the Fort Collins Public Library. The Library Adult Literacy Services uses all available funds to recruit tutors, train tutors and provide some new additions to the READ UP collection each year.

What additional funds could be raised or have been raised for this project? This is the first collaborative effort to seek funding by the adult literacy providers (Network members). The Network is currently researching foundations, government grant, and service clubs for future funding sources.

State why the project cannot be accomplished within your existing resources. While the needs of the adult learners continue to grow, the funding opportunities become scarcer, requiring programs to dedicate more and more of the available funds to basic program operations. Each year fewer dollars are available for the purchase of needed materials.

Authorized Signatures and Titles:

DM Hagerty, Exec Director, The Community Fdn Serving Northern CO
[illegible], Coordinator, Even Start Learning Center
Elena [illegible] Exec. Director VCH Opportunity Center
Joan Lasse, Program Admin. Adult Lit. Services, Library
Debra A Kocka. Program Director FRCC Literacy Program

June 1, 1993

BUDGET
Volunteer Tutor Support Project
Larimer County Adult Literacy Network

PERSONNEL:

(The following hours include FICA & Workers Comp)

To conduct needs survey, select, order, purchase, catalog and disseminate learning materials and video tapes. 40 hours @ $10.00/hour	$440.00
To train teachers and volunteer tutors in the use of the teaching materials and training tapes. 36 hours training @ $10.00/hour 18 hours prep for training @ $10.00/hour	$590.00
To provide child care for volunteer tutors who attend training 40 hours of training at $6.00/hour	$260.00
To set up, disseminate, collect and formally present evaluation to grantor and to do quarterly reports to grantor. 45 hours @ $10.00/hour	$490.00
To coordinate volunteer tutor attendance at two literacy conferences. 10 hours @ $10.00/hour	$110.00
To observe tutors and evaluate their use of new materials and the effectiveness of the materials 35 hours @ 10.00/hour	$380.00

SCHOLARSHIPS AND STIPENDS TO VOLUNTEER TUTORS FOR WORKSHOP ATTENDANCE:

Covers cost of registration, lunch and mileage 30 x $25.00 each	$750.00

ORGINAL

TUTORIAL AND TRAINING MATERIALS:

Training Tapes	$4620.00
Tutorial/teaching Materials such as books, manipulatives, realia, visuals, cassette players and head phones	$5360.00
PROJECT TOTAL	$13,000.00

BUDGET
Volunteer Tutor Support Project
Larimer County Adult Literacy Network

revised July 26, 1993
80% original budget

PERSONNEL:

(The following hours include FICA & Workers Comp)

To conduct needs survey, select, order, purchase, catalog and disseminate learning materials and video tapes. 30 hours @ $10.00/hour	$350.00
To train teachers and volunteer tutors in the use of the teaching materials and training tapes. 24 hours training @ $10.00/hour 12 hours prep for training @ $10.00/hour	$390.00
To provide child care for volunteer tutors who attend training 26 hours of training at $6.00/hour	$170.00
To set up, disseminate, collect and formally present evaluation to grantor and to do quarterly reports to grantor. 35 hours @ $10.00/hour	$375.00
To coordinate volunteer tutor attendance at two literacy conferences. 10 hours @ $10.00/hour	$110.00
To observe tutors and evaluate their use of new materials and the effectiveness of the materials 24 hours @ 10.00/hour	$260.00

SCHOLARSHIPS AND STIPENDS TO VOLUNTEER TUTORS FOR WORKSHOP ATTENDANCE:

Covers cost of registration, lunch and mileage 20 x $25.00 each	$500.00

REVISED

TUTORIAL AND TRAINING MATERIALS:

Training Tapes	$4620.00
Tutorial/teaching Materials such as books, manipulatives, realia, visuals, cassette players and head phones	$3225.00
PROJECT TOTAL	$10,000.00

Rotary Club of Fort Collins, Inc.
P.O. Box 1206 Fort Collins, Colorado 80522
District 5440

July 28, 1993

Adult Literacy Services
Connie Rockwell, Program Coordinator
201 Peterson Street
Fort Collins, CO 80524-2990

Dear Connie:

This letter is to confirm our recent telephone conversation concerning the results of your proposal for funds from the Rotary Club of Fort Collins.

During this, our Club's 75th year, we will infusing $75,000 into community service agencies and ongoing service support. We are pleased to include Adult Literacy Services in this special program and to support personnel and expenses for your services.

During the upcoming year, the adult literacy program can expect to receive a total of $10,000. Because the funds will not be completely available at any one time, we propose to release this amount to you in four payments, as follows:

September 1993	$2500
December 1993	$2500
March 1994	$2500
June 1994	$2500

Checks will be mailed to you at the above address by our Club Treasurer, Donal Johnson.

The official announcement of the award and the amount will be made on Wednesday, September 1, 1993, at a special Club dinner at the University Park Holiday Inn. You and a guest will be invited to this dinner to receive the award. More details and an official invitation will be mailed to you soon.

If you have any questions, please call me at 482-0006 (evenings) or 491-6358 (work day hours). I look forward to meeting with you on September 1.

Sincerely,

Bonnie Titley

Bonnie Titley
For the Rotary Club 75th Anniversary Committee

Larimer County Adult Literacy Network
August 4, 1993
Front Range Community College

Old Business:

1. Milk Carton - Poudre Valley Creamery
   Did anyone see it?

2. No News on Title VI monies for '93-94

3.

New Business:

1. Rotary Grant Award - see attachment letter & revised budget
   What thinks ye of the 'niwe bowgette'?

2. GED & the Senator

   Senator Ben Nighthorse Campbell as agreed to write a congratulatory letter to all GED graduates. All we need to do is send his office names & addresses. A concern for confidentailly was raised so each program would need to address that issue.

2. Better Bags - book bags to sell at fairs, Fort Collins Public Library, etc.
   Is this the Library Literacy Office gig or Larimer County Adult Literacy Network gig?
   What about a cardboard tag attached to bag with blurb on adult literacy, the demand, need, etc.?

3. September's Events - see attachment

   a. Environmental Fair - table at fair
      Awareness, volunteer recruitment

      Need to refine table theme:

      Need warm bodies:

   b. Reception & dedication of the READ-UP Series will be September 21st, at the Delatour Room. from 7:00-8:30
      Speaker will be Nancy Kneppal from the High Plains Library

   c. Proclamations for City & County
      Will need participants? Suggestions, por flavor?

d. Columbine Cable "Take One"

The station would like to do a 15 minute take on adult literacy in the county. They would like to film 3 or 4 shots prior to the studio time. Suggestions:

- view of Family Learning Center & then focus in on Mary Ellen & student;
- view of LCDC & then focus in on Learning Lab with students in it;
- Loveland Title VI outside of Library and then John talk with students.

e. Friends of the Library Book Sale - Foothills Fashion Mall

Similar to environmental fair for setup;
Need warm bodies for the weekend.

AGENDA

Larimer County Adult Literacy Network
September 14, 1993
Front Range Community College

Need: a person to take minutes
a person to facilitate meeting

Announcements: Three Title VI Library grants for Larimer County
Rotary Grant for the Network
Other?

Self-Introductions of Network Members with brief up-date.

Old Business:

Minutes of August 4, 1993 meeting

Reception for READ-UP Series - September 21st - Connie

Book Bags - we need to decide the selling price

Environmental Fair - September 18th

Friends of the Library - Book Fair / October 1, 2 & 3

Publicity on Columbine Cable:
Take One - Wed. & Fri. at 7:00 p.m. in September
Short news item on September 9 on READ-UP Series

New Business:

Rotary Grant - Joan Ladd

Training needs:
Orientation & Core Skills
ESL
What other trainings or tutor support sessions?

Funding game: How does the latest figures on national adult literacy status affect us?" Can we catch a wave? Is there a wave to catch?

Concerns, needs, requests from programs for the Adult Literacy Office

City of Fort Collins

Cultural, Library and Recreation Services

Public Library

September 18, 1993

Dear Network,

September.... has been declared Adult Literacy Month both by the City and the County this week...and programs are wanting volunteer tutors for the start of the fall sessions....and grant notifications have come in from the U.S. Department of Education.

....and it's time to gather and assess the immediate needs for the next six weeks. Additionally we need to set up a meeting time to calendar our collective aspirations for the year in regards to tutor training, the Rotary grant, etc.

So.....there's a Network meeting, **Tuesday, September 14th at Front Range Community College in the cafeteria.**

The unofficial agenda will include: the Rotary Grant, the Network book bags, Environment Fair and Friends of the Library Book Sale, and tutor training.

It's very important that a representative be there from each of the programs.

See you on Tuesday.

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

The Student Literacy Corps at Colorado State University: An Overview

The Student Literacy Corps (SLC) at Colorado State University is funded by a two year grant from the United States Department of Education to provide education and training for university undergraduates to be tutors of individuals lacking literacy skills.

The Larimer County Adult Literacy Network (LCALN) is an association of agencies serving adult literacy needs in Larimer County. The agencies of LCALN include Volunteers Clearinghouse/Opportunity Center, Even Start and Front Range Community College programs on the Fort Collins campus, Centennial Adult High School, the Larimer County Detention Center, and at the Center for Adult Learning in Loveland. Students in the SLC are placed in a LCALN agency to tutor 1 to 1, in small groups, as support for a class, and/or to teach a class.

As part of the recognition of **Colorado State University as a community** involved with and concerned about the welfare of all of its members, the Student Literacy Corps created literacy development opportunities for CSU employees. Some CSU employees wanted writing assistance, others needed help in math; some wanted to work towards their GED (General Education Development) high school equivalency; others wanted to increase job skill performance. By the end of Spring semester1993 over 40 CSU undergraduate students will have tutored over 40 adult learners in one or more of the LCALN agencies or employees at CSU.

The **Department of Athletics at CSU and the Chapter I Reading in Poudre R-1** have become involved with the SLC beginning Spring 1992. This program is called Student Athletes for Literacy or "READING WITH THE RAMS". By the end of Spring 1993, 40 student athletes representing both men's and women's sports at Colorado State will have worked with 200 students in the Chapter I program of the Poudre R-1 schools.

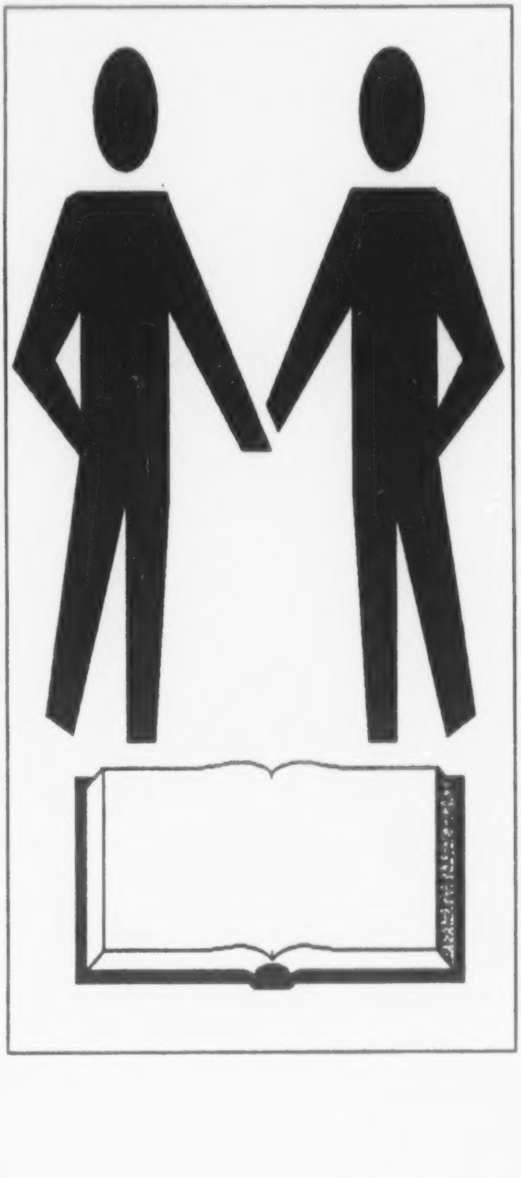
SLC is a part of University Strategic Plan. Aim 5 states "Assure the growth and development of university students, staff and faculty" Goal 5.2 states "Promote excellence by providing all individuals associated with the university the opportunities for professional, technical and personal development." 5.2.1 states " Provide opportunities for professional development and growth for faculty (full- and part-time), staff, and students." 5.2.1.b states "FYs 93-96. Plan and introduce a literacy training program for employees using the Student Literacy Corps."

Things are happening. Some of them were planned; some happen because people of good will find themselves faced with opportunities to help create new and different experiences for themselves and the students and colleagues and community with whom they associate. We are excited and renewed by these opportunities. We welcome your visitation, further inquiry, and involvement.

Please contact Robert Williams or Inara Rudmanis, SOES (491-5526) or Kristen McPherson, Office of Community Services (491-1832) to explore how you might visit or become involved. Contact Paul Loopo (491-0117), Bruce Stark (491-0019) or Mic Hardin (401-0015) at CSU Facilities Services or Rich Wagner (491-0826) at CSU Office of Housing and Food Services for information about adult learner reactions and benefits. Thank you.

The Student Literacy Corps

Colorado State University



MISSION STATEMENT

The Mission of the Student Literacy Corps at Colorado State is to use the cooperative resources of Colorado State, including the School of Occupational and Educational Studies, the Office of Community Services, the Office of Housing and Food Services, and the Facilities Services Department, and the resources of the community, including the Agencies of the Larimer County Adult Literacy Network and Poudre R-1 schools, to provide high quality experiences which enable Colorado State students and literacy learners to learn from each other so that each and all may become effective, contributing members of society.

You are cordially invited
to attend an

Open House

for the
Larimer County Detention Center

Learning Lab

on
Tuesday, September 28, 1993
11:00 - 4:00 P.M.
at
2405 Midpoint Drive
Fort Collins, Colorado

*bring current photo I.D.
to entry our facility

THE LEARNING LAB.....

..... is an eleven station computerized educational system, which features the interactive software, INVEST by Josten's Learning Corporation.

..... it is capable of assessing student's literacy and computational skills and then placing them according to their tested abilities with level appropriate lessons.

..... the student inmates work independently on the lessons which range from simple word recognition to geometry.

..... besides the INVEST program, the lab has Compton's Encyclopedia on CD Rom. It's a wonderful tool for research and essay writing classes.

THE LEARNING LAB.....

..... has been paid for by the Detention Center's inmates welfare fund. All funds that are generated by the inmate commissary store and inmate telephone system must be spent for the direct benefit of the inmates. What a better investment than a fully equipped computer lab!

..... the educational staff, Sharon Menard & Connie Rockwell, would like to invite you to an

Open House
on
September 28th.

Please call Connie to RSVP or for further information at

221-6748.

PURCHASING MATERIALS FOR THE "READ-UP" COLLECTION

Fort Collins Public Library - Adult Literacy

Books Purchased

Macmillan/McGraw-Hill (Glencoe)
- Math Life Whole Numbers Book 1 3rd Edition (2)
- Math Life Decimals Fractions Book 2 3rd Edition (2)
- Math Percents Graphs Measurements 3rd Edition (2)
- Math Review Geometry Algebra Book 4 3rd Edition (2)
- Math Life Books 1-4 3rd Edition (2)
- Math Life Blackline Masters Test Pack 2nd Edition (1)

Steck-Vaughn
- Champions Black Americans (1)
- Champions Hispanic Americans (1)
- MM Measurement, Geometry, & Algebra (2)
- MM Decimals and Percents (2)
- Math Matters Fractions (2)
- Math Matters Whole Numbers (2)
- Superstars Action Classroom Library (2)
- Superstars Library (2)
- SV GED Social Studies (2)
- SV GED Science (2)
- SV GED Literature & Arts (2)
- SV GED Mathematics (3)
- SV GED Writing Skills (2)
- Complete GED Preparation

Contemporary Books Inc.
- Working in English Book 1, picture approach (2)
- Working in English Book 2, beginning language skills (2)
- Working in English, picture approach Teachers Guide (1)
- Working in English, beginning lang. skills Teachers Guide (1)

New Readers Press
- Math for the Real World 1 (2)
- Math for the Real World 2 (2)
- Math for the Real World Teachers Guide (2)

PUBLISHING

AN ADULT LITERACY NEWS LETTER

City of Fort Collins
Fort Collins Public Library
Adult Literacy Services

NEWSLINE

August 1993 **484-READ**

The Rotary Club of Fort Collins Awards Larimer County Adult Literacy Network $10,000

Larimer County Adult Literacy Network will receive a cash gift from the Rotary Club of Fort Collins for their 75th Anniversary celebration.

The amount of $10,000 will be awarded to the Adult Literacy Services to establish a resource base which will provide training and teaching materials for literacy volunteers. This has been the first collaborative grant writing project by the Network. The grant period will be from September 1, 1993 till August 31, 1994.

The Family Learning Place Begins Its Second Year

The Family Learning Place, located at 2500 Hampshire in Fort Collins is beginning its second year of service to the community. A joint venture of five agencies, (Front Range Community College, Children's World, Larimer County Social Services, Head Start and Employment Training Services), the Family Learning Place offers a unique and innovative approach to adult literacy needs in Larimer County.

The basic tenet of the Family Learning Place is that the child's foundation of learning is the family. The lack of development of literacy skills is a cyclical problem in society, and the best means of stopping this is by offering family-focused programs. Perhaps the most important component provided by the Family Learning Place for the adult learner is daycare for their children. From infant care to Head Start, parents know that their children are well cared for by the staff of Children's World. This frees the parent to dedicate a few hours each day to academic development.

There are a number of educational alternatives for parents while their children are in daycare. The majority of parents do not have a high school diploma and are working toward their GED (General Educational Development) with instructors from Front Range Community College. This year, fourteen parents studied and passed the GED. Parents who have a high school diploma may attend classes at Front Range and use the adult education classroom as a tutorial.

continued on page 7

Inside this issue of NEWSLINE

Read to Me, Too Program .... P. 2
GED Information .... P. 2
Adult Literacy Month Events .... P. 3
Literacy Services Offered .... P. 4
The Learning Lab .... P. 4
Read-Up Series Reception .... P. 6

The Read to Me, Too Program

Breaking the Cycle of Low Literacy in Families

There have been numerous studies on literacy which indicate that families who learn together tend to provide a better platform for their children to become better readers. Furthermore, it has been shown that some families do not spend time learning together, due to low literacy levels in the parents. This is turn, passes limited reading abilities, and consequently, lower economic status, from one generation to the next in an unbroken cycle of poverty.

With this in mind, the Loveland Public Library has developed the Read To Me, Too program to provide families with resources to learn together and improve their reading skills. The Library, in conjunction with the Center for Adult Learning in Loveland, (CALL) has been awarded $33,270 from a Federal Public Library to implement the program at no cost to the families. To qualify for the program, one parent or primary care provider of a child age 3-10 must be enrolled in an adult basic skills course.

The focus of the program is on fun and exciting ways to make the home a more supportive learning environment. Participants can attend workshops demonstrating art projects, story telling, games and library resources as effective tools for learning. One unique resource provided through the Read to Me, Too program is a multimedia computer station

continued on page 3

THE GED

QUIZ QUESTION: What do Bill Cosby, Waylon Jennings, Wendy's Dave Thomas and Senator Ben Nighthorse Campbell have in common? Each of them is a high school drop out who has taken and passed the GED (General Educational Development) exam.

What is the "GED"?
The GED is a series of exams which offer high school dropouts the opportunity to demonstrate that they have achieved mastery of academic skills and concepts equal or superior to that of the top 70% of high school graduates in the core secondary curriculum areas.

What tests are required? The 5 GED exams are in the areas of Writing Skills (including a 45 minute essay), Social Studies, Science, Literature and the Arts and Mathematics. The test questions center on general knowledge and thinking skills rather than facts, details and definitions.

Who can take the GED? If you left high school without graduating and your high school class has graduated, you are probably eligible Call 221-2160 for specific eligibility in this area.

How does an adult prepare for the GED? In this area, there are several providers of literacy for adults, all of whom specifically prepare adult learners for the GED exams. Most offer a combination of classes and one-on-one tutors to best serve the adult learners.

Call 484-READ for information about the literacy programs in this area.

Read to Me, Too continued

which helps learners practice their reading and writing skills in an interactive, multiple sensory experience.

The program has served nearly a dozen families since its inception this spring, and anticipates full service opportunities for 50 more families this fall. Program services will begin again at the start of the school year, so interested families or literacy service providers should contact John Foster at the Loveland Public Library or Sandra Merk at CALL for more information.

Library Director Retires

Jane Davis, the Fort Collins Public Library's Director, retired on June 30, 1993. Besides her duties with the library, the city government and the public, Jane was actively supportive of the adult literacy services in the city. She was instrumental in establishing the Library Literacy Services and the former LIFE tutorial program. She served on the Larimer County Adult Literacy Network Board of Directors (formerly the Fort Collins Literacy Coalition). Jane has always been very energetic and encouraging to the community adult literacy providers. She will be sorely missed, as a colleague, friend and enthusiastically supporter of adult literacy services.

ADULT LITERACY EVENTS - SEPTEMBER 1993

September 1	The Rotary Club of Fort Collins 75th Anniversary Awards Banquet $10,000 grant to Larimer County Adult Literacy Network
September 18	Environmental Fair 9:30 AM - 4:00PM Larimer County Adult Literacy Network Table
September 21	Reception for READ-UP Series of Books for new adult readers 7:00 - 8:30PM, Fort Collins Public Library - Delatour Room
September 28	Larimer County Detention Center Open House for "Learning Lab" 10:00AM - 2:00PM
September 28 & 29	Tutor Training - Orientation & Core Skills 6:00 - 8:30 PM, Fort Collins Public Library - Delatour Room
October 1 - 3	Friends of the Library Book Sale - Foothills Fashion Mall Larimer County Adult Literacy Network Table

Throughout the month of September on Wednesday & Friday evenings at 7:00 PM, Columbine Cable will air on "Take One," a profile of the programs and activities of the various Larimer County Adult Literacy Network providers.

Proclamations supporting the work of adult literacy by both the County and City government will be announced in September.

Funding and Literacy Programs

It's never good to begin with a negative comment. Under any circumstances, we should look for something good to say. I'm struggling with finding a positive statement about the state of adult basic education. I guess I'd have to say we are underfunded, in huge demand, to the brink of burnout, and frustrated beyond belief...but we're still here. Is that positive? I think so.

The advent of Amendment I put State funding for ABE somewhere behind the stove struggling for back burner status.

Recently, President Clinton's broad spending cuts almost mowed down the LSCA Title VI Library Literacy Programs. We're still not sure of its status for FY94 or 95.

Many Americans are still undereducated, struggling in and into the workforce, and dropping out of school at alarming rates. This could be seen as positive also - we have no worries about a shortage of students anytime in this decade.

In Larimer County, we are again facing funding cuts, the loss of model programs, and, of course, an increase in demand for services. The Even Start and LIFE programs are scrambling for operating funds. The FRCC program continues to "seek out new worlds where no ABE program has gone before" to establish lucrative partnerships.

On the up side, the development of the Certificate of Accomplishment process and the establishment of minimum; program standard for State's Adult Education Act (ACE) funded programs, promises to move us strongly forward in accountability and evaluation; of program effectiveness through student progress. Students will benefit most from these changes. We avoid total burnout by remembering that they are why we do what we do and we do make a difference in the lives of real people.

On the national front we need to watch for the effects of President Clinton's plans to create a "new welfare system." If they pursue the one stop shopping idea, where will we fit in? The increase in attention to the Head Start Program could positively effect family literacy programs. Head Start has a built in adult education component. Parenting is only part of this, basic skills instruction is also included. Increased funding may affect us positively. Finally, keep an eye on information coming through the Department of Labor, especially JOBS, and JTPA programs. Basic skills are a priority with these programs already. With Clinton's emphasis on job training to decrease unemployment, our services become even more valuable.

The watchword for FY94 is collaboration. What can you and I do together to use our scarce resources to the client's best advantage. Be creative in this. You'll be surprised at which pieces fit and how lucrative they can sometimes be.

by Bitsy Koliha, Program Director,
Front Range Community College

Larimer County Adult Literacy Network
Fall 1993 Adult Literacy Services Offered

TUTOR TRAINING AND TUTOR SUPPORT

FORT COLLINS PUBLIC LIBRARY ADULT LITERACY SERVICES • 484-READ

Adult Literacy Services coordinates training for tutors and puts tutors in contact with agencies that provide adult literacy in Larimer County. The Adult Literacy Services office also maintains the READ UP section of the Fort Collins Public Library which provides learning materials for both tutors and adult learners.

COLORADO STATE UNIVERSITY LITERACY CORPS • 491-5526

The Literacy Corps is organized through a 400 level course offered at CSU to undergraduate students. The purpose of the course is to teach students about literacy and to develop their tutoring skills. Students enrolled in the course serve as tutors to CSU employees and their family members or tutor students in one of the literacy programs in Larimer County.

CSU also sponsors the Student Athletes for Literacy ("Reading with the RAMS"). Student athletes take a course which is an introduction to literacy. In the course, they learn how to read to children, how to select literature for children and a variety of other skills vital for developing literacy in children. All this is done in a hands on manner, as the athletes work with youngsters in the Poudre R1 Schools.

continued next page

ADULT LITERACY PROGRAMS

FRONT RANGE COMMUNITY COLLEGE CENTER FOR ADULT LEARNING - FORT COLLINS

424 PINE STREET SUITE 3 • FORT COLLINS, CO • 221-2160

CLASSES OFFERED: **GED, ESL, BASIC SKILLS**

SCHEDULE: Classes begin September 13.
2 MORNINGS PER WEEK AND 2 EVENINGS PER WEEK

REGISTRATION: Registration begins the week of September 7, 1993
Students are asked to call and leave their number. The machine will give priority to those students who have called and left a message which will speed up their registration when they walk in. After the week of September 7, there will be walk-in registration.

……

VOLUNTEERS CLEARINGHOUSE AND OPPORTUNITY CENTER

216 EAST OAK • FORT COLLINS, CO 80524 • 493-0909

CLASSES OFFERED: **READING & WRITING** (one on one tutoring provided)
English Grammar, Spelling, Journaling (reading and writing journals), Reading for Career Selection, Study Skills, and the Reading Program for parents and children
MATHEMATICS (levels vary) each student will be individually assessed and provided a tutor.

SCHEDULE: Classes begin in September with flexible scheduling. They will be offered Tuesday, Wednesday and Thursday mornings, Wednesday evenings and possibly Thursday evenings.

REGISTRATION: Call and inquire about availability of classes.

……

EVEN START

2025 NORTH COLLEGE SUITE 122 • FORT COLLINS, CO 484-2580

CLASSES OFFERED: GED INSTRUCTION (both at the center and in the home by individual tutors) and English as a second language

SCHEDULE: Monday and Tuesday at the Center from 1 to 3 PM. Tutors by arrangement.

REGISTRATION: Drop in or call for the availability of classes.

……

FRONT RANGE COMMUNITY COLLEGE
ADULT LITERACY PROGRAM - CENTER FOR ADULT LEARNING (CALL)

HOUSE OF NEIGHBORLY SERVICES • 565 NORTH CLEVELAND • LOVELAND, CO 80537 • 663-7111

CLASSES OFFERED: GED preparation for students with skills up to 8th grade and English as a second language.
One-on-one tutoring is also arranged for each student.

SCHEDULE: Classes are offered Monday through Thursday, mornings, afternoons, and evenings.
Each class meets twice a week.

REGISTRATION: Priority is given to continuing students. New students can call September 7 to sign up.

……

FAMILY LEARNING PLACE

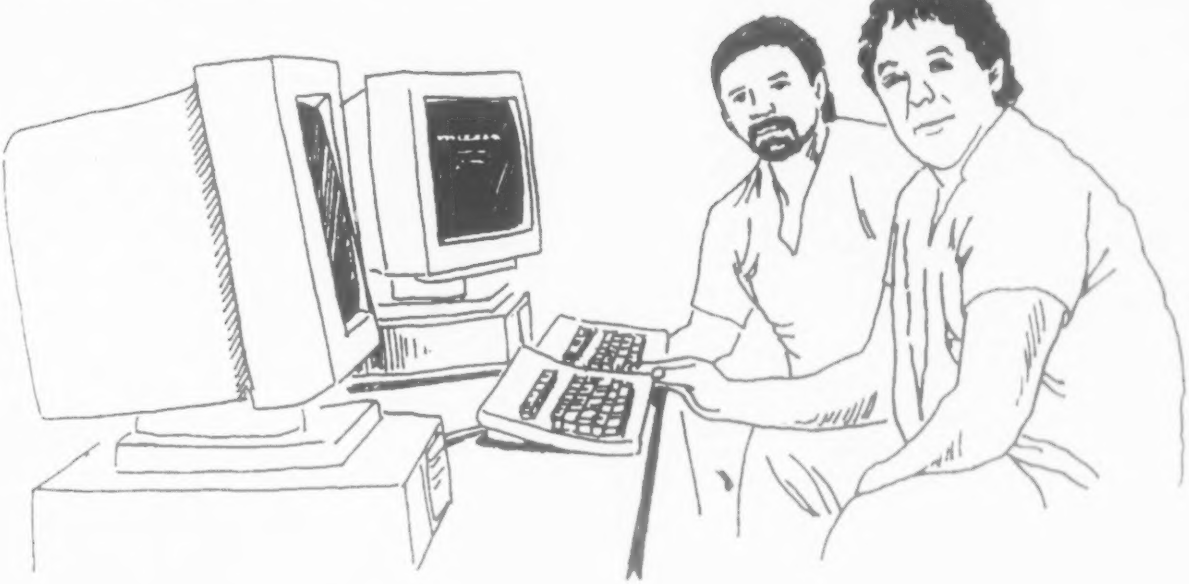
2551 HAMPSHIRE ROAD • FORT COLLINS, CO 80526 482-9884

CLASSES OFFERED: GED Preparation (Reading, Writing, Math)

SCHEDULE: Monday, Tuesday, Wednesday & Thursday from 1-3 PM. CHILD CARE provided for adult learners who are referred by Social Services.

REGISTRATION: September 7, 1993 call 221-2160 or go to 424 Pine Street, Suite 3, Fort Collins.

Learning Lab Opens



In February 1993, the Program's Unit at the Larimer County Detention Center opened the new "Learning Lab", an eleven station computerized educational system. The interactive software, INVEST by Josten's Learning Corporation is capable of assessing a student's literacy and computational skills and then assigning them level appropriate lessons.

The students work independently on the over 6000 lessons offered by INVEST. Lessons range from simple word recognition to geometry. A student must obtain mastery of 85% on each lesson before advancing. If mastery is not reached, the lesson is repeated or the teacher assigns the student to a different lesson.

The GED (General Educational Development) test is administrated at the Detention Center once a month. Since the opening of the Lab, there are more students entering the educational programs, preparing and taking the GED.

Besides the INVEST program, the "Learning Lab" has Compton's Encyclopedia on CD Rom. Some of the features of this software include: hearing the actual voices of famous people such as Franklin D. Roosevelt or John Kennedy; seeing concepts in science animated on the monitor; or searching for geographic information with a telescopic global format. It's a wonderful tool for research and essay writing classes.

The Lab was been paid for with the profits from the Detention Center's commissary. All funds generated through the store must be put back into services or materials for the inmate programs. What better investment than a fully equipped learning lab!

The "Learning Lab" staff, Sharon Menard and Connie Rockwell, are very enthusiastic about the initial benefits. "It's now possible for a teacher to have as many as ten students, each working independently on different subjects and at different levels all in the same classroom at the same time." The staff say, "It's really helping". The inmates agree too. "It's challenging", or "I'm learning more", are typical comments.

The Learning Lab will be sponsoring an Open House on Tuesday, September 28, 1993 from 10:00 - 2:00 for educators, workplace and adult literacy providers, and other interested individuals. Contact Connie Rockwell at 484-READ for further information.

Family Learning Place continued from page 1

Parenting and life skills classes are taught on an on-going basis by Larimer County Social Services. Topics include parenting, relationships, cooking, nutrition, resume preparation and job search skills.

Internships with employers around town are available for people who are ready to put their skills to work. Parents also receive employment support services from Employment Training Services.

The Family Learning Place providers have created a unique partnership that acknowledges that the literacy of the parent is crucial to the development of literacy in the child and there is no better approach than to focus on the needs of the family. By giving children excellent infant and preschool care they remove stress from the lives of these youngest learners. This allows them to concentrate on their most important task at hand - their own development. Next, Head Start provides these young learners with that extra boost and confidence they need as they prepare to enter the public school system. And finally, by providing adult education classes, life skills, and internships to parents, the Family Learning Place addresses the needs of the parent in their role as the primary educators of their children.

Parents who have been involved in this process understand the importance of their interest and support in their children's education. By furthering their own goals - personal and educational - they are better able, with the support of the Family Learning Place, to help their children attain new heights. Perhaps some of them will even reach the stars.

by Mary Ellen Keen, Instructor at the Family Learning Center Front Range Community College

READ-UP Series Debut

The READ-UP Series' final volume has gone to the press! The four book series represent the work of numerous workshop leaders, community authors and illustrators. They're a delightful anthology of short stories for the beginning adult reader.

To celebrate this occasion the Fort Collins Public Library Adult Literacy Services will host a reception on Tuesday, September 21 at 7:00 - 8:30 p.m. in the Delatour Room. Nancy Kneppal, Director of the High Plains Regional Library System will be the guest speaker at the dedication. Local libraries will receive copies of the READ-UP Series, a welcome addition to their adult literacy resources. Contributors, sponsors and the public are invited to attend.

Read-up Series Book 4
Lee Martinez and Other Stories

City of Fort Collins

Fort Collins Public Library
Adult Literacy Services
201 Peterson Street
Fort Collins, CO 80524

BULK RATE
U.S. POSTAGE
PAID
Fort Collins, CO
Permit Number 257

Editor/Writers:	Joan Ladd Connie Rockwell Bitsy Koliha Mary Ellen Keen John Foster
Design/Layout:	Kathleen Tracy

THIS NEWSLETTER IS FUNDED BY LSCA TITLE I AND TITLE VI LIBRARY LITERACY PROGRAM GRANTS AND IN-KIND ASSISTANCE FROM THE CITY OF FORT COLLINS.

PLEASE HELP US. . .

Will you throw this newsletter away before you read it? If so, let us know.

We like to keep our mailing lists current and would like to know:

- if you receive more than one copy
- if you would like to change your address
- if you no longer want to receive this newsletter

Please call **484-READ** with your changes.
It will help us reduce our costs
and your waste. Thank you.
NEWSLETTER STAFF AND ASSISTANCE

PRINTED ON RECYCLED PAPER AND RECYCLABLE

ESTABLISHING GOOD PUBLIC RELATIONS FOR ADULT LITERACY IN LARIMER COUNTY

LARIMER COUNTY
ADULT LITERACY NETWORK
LITERACY
BUY A BAG

LARIMER COUNTY
ADULT LITERACY NETWORK

LARIMER COUNTY
ADULT LITERACY NETWORK

THANK YOU!

CITY OF FORT COLLINS

Public

May 27, 1993

City Council			Work	Home
✓ Ann Azari, Mayor	1825 Essex Drive	80526	222-1752	484-3295
Gerry Horak, Mayor Pro Tem	1608 West Mountain	80521	484-2510	484-2510
Alan Apt	1406 Freedom Lane	80526	224-9798	224-9798
Gina Janett	620 Colorado Street	80524	493-4677	493-4677
Chris Kneeland	1745 Concord Drive	80526	221-0066	221-2950
Bob McCluskey	719 Westshore Court	80526	482-8475	226-2400
Bob Winokur	2521 Creekwood Drive	80525	498-1090	484-7705

City Staff

Kathy Allin, Municipal Judge 6801
5201 Mail Creek Lane, 80525 - 225-1288
Frank Bruno, Economic Development Administrator 6763
4470 South Lemay, #808, 80525 - 225-9784
Steve Burkett, City Manager 6507
3261 Nelson Lane, 80525 - 226-4426
Greg Byrne, Community Planning and Environmental Services Director 6601
1912 Avery Court, 80525 - 484-6163
Marsiea Dahlgren, ICS Director 6870
1318 Tuckaway Court, 80525 - 223-6120
Pete Dallow, Director of Administrative Services 6797
132 S. College, #202, 80521 - 493-6908
Jane Davis, Library Director 6670
901 Mallard Drive, 80521 - 484-5605
Gary Diede, Director of Engineering 6605
708 Highland Place Road, 80524 - 482-9049
Rick Ensdorff, Transportation Director 6608
2230 Yorkshire Street, 80526 - 482-9344
Tom Frazier, General Services Director 6611
2836 Skimmerhorn Drive, 80526 - 223-9351
Diane Jones, Deputy City Manager 6508
4274 Stoneridge Drive, 80525 - 225-0511
Debra Kaestner, Assistant to the City Manager 6511
1700 West Mountain #2, 80521 - 221-0721
Bob Kost, Light and Power Director 6700
1105 Newsom, 80524 - 484-2262
Wanda Krajicek, City Clerk 6515
1801 Nedrah Drive, 80524 - 493-3647
Alan Krcmarik, Finance Director 6788
1724 Tanglewood Drive, 80525 - 225-8005

Jaime Mares, Employee Development Director 819 Benthaven, 80526 - 225-8005	6535
John Mulligan, Fire Chief 2908 Brookwood Place, 80525 - 223-6099	6581
Tom Peterson, Planning Director 1718 Scarborough Drive, 80526 - 493-0051	6751
Michael Powers, Cultural, Library, Recreation Service Director 743 Sandpiper Point, 80525 - 223-3530	6640
Fred Rainguet, Police Chief 2600 Parklake Court, #4, 80525 - 226-1910	6550
Steve Roy, City Attorney 1209 Buttonwood Dr., 80525 - 484-4595	6520
Richard Shannon, Director of Utility Services 1112 Bent Tree Court, 80525 - 226-6540	6701
Tom Shoemaker, Natural Resources Administrator 712 Scenic Drive, 80526 - 223-6192	6600
David Siever, Director of Cultural Services and Facilities 1242 Oxborough Drive, 80525 - 223-9161	6735
Mike Smith, Director of Water and Wastewater 3018 Conestoga Ct., 80526 - 223-7683	6681

For Tuesday, September 7, 1993, City Council Meeting:

The Adult Literacy Proclamation:

Connie Rockwell, Program Coordinator
Adult Literacy Services, Fort Collins Public Library

Bill North, Volunteer Tutor with the LIFE program 484-3188

An Nyugen (pronounced ...'on When')

An is a Vietnamese refugee who has worked very hard to acquire English language skills and to learn about our culture, which includes driving. An works in an auto shop here in town and has been praised by his employers for his quality of work and his desire to be the best at his job.

COUNCIL MEETINGS

City Council meets the 1st and 3rd Tuesday of each month at 6:30 p.m. Council meetings are cablecast on City Cable Channel 27 on the Columbine CableVision System.

Councilmembers: Ann Azari, Mayor
Gerry Horak, Mayor Pro Tem
Alan Apt
Gina C. Janett
Chris Kneeland
Bob McCluskey
Bob Winokur

AGENDA SUMMARY

The agenda summary lists and gives a brief description of each item to be considered by the City Council. Immediately after the meeting is called to order, the City Manager will review the agenda, calling attention to any additions, deletions, or corrections that may be necessary.

CONSENT CALENDAR

This Calendar is intended to allow the City Council to spend its time and energy on the important items on a lengthy agenda. Staff recommends approval of the Consent Calendar. Anyone may request an item on this calendar be "pulled" off the Consent Calendar and considered separately. Agenda items pulled from the Consent Calendar will be considered separately immediately following the Consent Calendar.

CITIZEN PARTICIPATION

1. The order of the published agenda will be maintained unless changed by a vote of Council.

2. Before addressing Council, each individual must be recognized by the Chair, come to the microphone at front of Chamber, and state his or her name for the record. (All proceedings are taped.)

3. When the Chair or Council determines that time limitations are necessary, reasonable time limits for presentations and comments will be imposed.

4. During any presentation, no person may disturb the assembly by any actions such as applause or comments. Courtesy shall be given to all speakers.

5. Those presenting issues or comments shall be brief and avoid duplication. All remarks should be germane to the immediate subject. Please remember Council agendas are usually long, and others are waiting to be heard.

METHOD OF DEBATE

I. City Staff Presentation
    A. Description and analysis
    B. Recommendations
    C. Council questions
II. Proponents Presentation and Council Questions (For)
III. Opponents Discussions and Council Questions (Against)
IV. Rebuttal
V. Public Discussion Closed
VI. Council Discussion
VII. Council Decision

Proclamations and presentations are scheduled at 6:15 p.m. prior to the meeting unless otherwise listed on the agenda.

The Citizen Participation portion of the meeting is scheduled at 6:30 p.m. During this portion of the meeting, items which are not specifically on the agenda may be brought up for discussion. Citizen Participation is limited to 30 minutes.

Thank you for your interest in Fort Collins City Government.

AGENDA

OF THE

COUNCIL OF THE CITY OF FORT COLLINS, COLORADO

September 7, 1993

PRESENTATIONS AND PROCLAMATIONS

6:15 p.m.

A. Proclamation Designating September as Adult Literacy Awareness Month.

B. Proclamation Designating September 17-23, 1993 as Constitution Week.

C. Proclamation Designating September 22, 1993 as American Business Women's Day.

REGULAR MEETING

6:30 p.m.

1. PLEDGE OF ALLEGIANCE.

2. CALL MEETING TO ORDER.

3. ROLL CALL.

4. CITIZEN PARTICIPATION (limited to 30 minutes)

5. CITIZEN PARTICIPATION FOLLOW-UP:

   This is an opportunity for the Mayor or Councilmembers to follow-up on issues raised during Citizen Participation.

6. AGENDA REVIEW: CITY MANAGER

******CONSENT CALENDAR******

---

1) Ordinances on First Reading that are routine;
2) Ordinances on Second Reading that are routine;
3) Those of no perceived controversy;
4) Routine Administrative actions.

This Calendar is intended to allow the City Council to spend its time and energy on the important items on a lengthy agenda. Staff recommends approval of the Consent Calendar. Anyone may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately. Agenda items pulled from the Consent Calendar will be considered separately under Agenda Item #21, Pulled Consent Items.

7. Consider approval of the minutes of the regular meeting of August 3 and August 17, 1993.

8. Items Relating to the Ricketts First Annexation and Zoning.

   A. Second Reading of Ordinance No. 95, 1993, Annexing Approximately 2.763 Acres, Known as the Ricketts First Annexation.

   B. Second Reading of Ordinance No. 96, 1993, Zoning Approximately 2.763 Acres, Known as the Ricketts First Annexation.

   On August 17, Council unanimously adopted Resolution 93-117 Setting Forth Findings of Fact and Determinations Regarding the Ricketts First Annexation.

   On August 17, Council also unanimously adopted Ordinance No. 95, 1993 and Ordinance No. 96, 1993 on First Reading which annex and zone approximately 2.763 acres, located on the south side of East Harmony Road, approximately one half mile east of Timberline Road (County Road 11), at Cambridge Avenue. The property is currently vacant. The proposed zoning is EP, Employment Park. This is a 100% voluntary annexation. The proposed annexation and zoning is in conformance with the City's policies and guidelines and meets the criteria included in State law to qualify for annexation.

   APPLICANT: Van and Norma Ricketts
   4700 Cambridge Ave.
   Fort Collins, CO 80525

   OWNERS: Same

9. Items Relating to the Ricketts Second Annexation and Zoning.

   A. Second Reading of Ordinance No. 97, 1993, Annexing Approximately 2.065 Acres, Known as the Ricketts Second Annexation.

   B. Second Reading of Ordinance No. 98, 1993, Zoning Approximately 2.065 Acres, Known as the Ricketts Second Annexation.

   On August 17, Council unanimously adopted Resolution 93-118 Setting Forth Findings of Fact and Determinations Regarding the Ricketts Second Annexation.

printed on recycled paper

On August 17, Council also unanimously adopted Ordinance No. 97, 1993 and Ordinance No. 98, 1993 on First Reading which annex and zone approximately 2.065 acres, located on the south side of East Harmony Road, approximately one half mile east of Timberline Road (County Road 11), at Cambridge Avenue. The property is currently vacant. The proposed zoning is EP, Employment Park. This is a 100% voluntary annexation. The proposed annexation and zoning is in conformance with the City's policies and guidelines and meets the criteria included in State law to qualify for annexation.

APPLICANT: Van and Norma Ricketts
4700 Cambridge Ave.
Fort Collins, CO 80525

OWNERS: Same

10. Second Reading of Ordinance No. 99, 1993 Appropriating $50,000 Into the Transit Services Fund for the Purpose of Providing Paratransit Services to Disabled and Elderly Citizens of the Fort Collins Urban Growth Area for the Remainder of 1993.

Care-A-Van, Inc., provides transportation services to disabled and elderly persons, including the operation of the SAINT Program. This service compliments the City Transfort system. Recently, Care-A-Van informed the City that in order to provide paratransit services in accordance with projections and in a manner meeting the conditions of the Americans With Disabilities Act for the remainder of 1993, will provide an additional $68,622.

In turn, the City will receive paratransit services for elderly and disabled citizens throughout the urban growth area, Monday through Saturday from 6:30 a.m. to 6:30 p.m. This service level brings the City into compliance with the ADA. Ordinance No. 99, 1993 was unanimously adopted on First Reading on August 17, 1993.

11. First Reading of Ordinance No. 100, 1993, Appropriating Prior Year Reserves in the Recreation Fund.

The Recreation Fee Policy, adopted by City Council in 1990, provides for the establishment of reserves with excess fund balance. A portion of the excess fund balance maintains an operating reserve, and the remainder supports equipment, program and capital needs, and special revenue from fund-raising and donations.

This request is to fund improvements in two areas: 1) equipment, repair, and capital needs at the Edora Pool Ice Center as a result of needed remodeling and renovation; and 2) remodeling at the Park Shop and the Grandview Cemetery Office to accommodate existing recreation sports staff offices at the Park Shop.

printed on recycled paper

12. First Reading of Ordinance No. 101, 1993, Vacating a Grant of Right-of-Way Recorded in Larimer County Records June 26, 1915, in Book 334, Page 291.

City Council approved the sale of .34 acres of land to Diana Short, Alexander McEwan and David Kent on August 3, 1993. This site was sold because the Water Utility Department had abandoned the water transmission line and standpipe in 1990. In order to give clear title, staff is requesting that this Grant of Right of Way be vacated.

After the Water Utility Department abandoned this water line and standpipe, all public and private utilities and other City departments were notified and there was no interest or need expressed in the site.

13. First Reading of Ordinance No. 104, 1993, Amending the City's Cash Management and Investment Policy.

On August 17, 1993, Council adopted Ordinance 90, 1993, amending Ordinance 108, 1988, (Investment and Deposit of Public Funds for the City of Fort Collins). These ordinances define the kinds of securities in which City funds may be invested. Ordinance No. 104, 1993, will incorporate these additional kinds of securities into the Cash Management and Investment Policy of the City.

The Cash and Investment Management Policy was originally adopted by Council in April 1990. The policies state that they shall be reviewed periodically and may be amended by City Council as conditions warrant. The changes proposed in the Ordinance reflect changes in the investment industry and are intended to improve clarity in some areas. The investment policies of the City are relied upon by several users (auditors, broker-dealers, banks), so addressing technical issues and giving clarity are important.

14. Resolution 93-126 Finding Substantial Compliance and Initiating Annexation Proceedings for the Fossil Creek Estates Annexation.

The property being considered for annexation is approximately 31.12 acres in size and is located one mile south of Harmony Road, approximately one quarter mile west of South Shields Street, and east of Taft Hill Road. The property is under single ownership and is located within the Fort Collins Urban Growth Area. The property is currently vacant and zoned FA-1, Farming, in the County. The proposed zoning for this annexation is R-L-P, Low Density Planned Residential with a Planned Unit Development (PUD) condition.

15. Resolution 93-127 Finding Substantial Compliance and Initiating Annexation Proceedings for the Kirschner Annexation.

The applicant, Catherine P. Kirschner, on behalf of the property owners, Kirschner Family Partnership, has submitted a written petition requesting annexation of approximately 72.6 acres located at the southeast corner of East Vine Drive and I-25. The property is undeveloped.

The proposed Resolution makes a finding that the petition substantially complies with the Municipal Annexation Act, determines that a hearing should be established regarding the annexation and directs that notice be given of the hearing. The hearing will be held at the time of first reading of the annexation and zoning ordinances. Not less than thirty (30) days of prior notice is required by Colorado Law.

16. Resolution 93-128 Setting the Dates of the Public Hearings on the 1994 Proposed City of Fort Collins Budget.

The Charter requires that the Council set a date for the public hearing on the proposed 1994 City budget. The Resolution sets the hearing date for the Council meeting of September 21, and, in an effort to receive further public input, an additional hearing date for the October 5 Council meeting.

17. Resolution 93-129 Endorsing the Passage of the Fall River Visitor Center Act of 1993 (HR2577).

Rocky Mountain National Park welcomes over 3,000,000 visitors each year. Approximately 1,000,000 of those visitors enter the Park through the Fall River entrance. Currently, there is no visitor center at this location.

The Park Service has estimated that it would cost $1,500,000 to construct this Visitors Center, as well as require ongoing funding of $100,000 for maintenance and operation costs. A private sector corporation has approached the Park Service with an offer to build the Visitors Center, as well as provide $30,000 towards operation and maintenance costs. In summary, this offer would supply a free Visitors Center to the Park Service and provide for one-third of the ongoing costs.

For this public/private partnership to occur, an exemption must be granted by the Congress of the United States, which would allow the National Parks Service to operate a Center outside the Park boundaries. Such a bill has been introduced by Representative Wayne Allard. Adoption of this resolution will show Council support towards such a partnership and will recommend to the Congress that this exemption be granted.

18. Resolution 93-130 Appointing a Representative to the Colorado Municipal League Policy Committee.

The Council Legislative Review Committee recommends that Councilmember Chris Kneeland be appointed to represent the City of Fort Collins on the Colorado Municipal League Policy Committee.

Appointments to the CML Policy Committee are made each fall and members serve for a one-year period. Each member municipality of the League is entitled to a representative, and all cities over 100,000 are entitled to designate two representatives.

19. Resolution 93-131 Making Appointments to the Storm Drainage Board.

Vacancies currently exist on the Storm Drainage Board due to the resignation of Mike Vermeulen and the expiration of Randy Fischer's term.

Councilmembers Horak and Winokur are recommending John Barnett be appointed to fill the vacancy caused by Mike Vermeulen's resignation, with a term to expire July 1, 1997. In addition, the interview team is recommending Randy Fischer be reappointed for another term to expire July 1, 1997.

20. Routine Deeds and Easements.

a. Powerline Easement from Michael and Beverly Campbell, 101 Palmer, needed to install secondary electric vault to underground existing overhead electric services. Monetary consideration: $10.

b. Powerline Easement from Lois E. Thayer, 820 Colorado, needed to install vault to underground existing overhead electric services. Monetary consideration: $10.

c. Deed of Dedication from B.K. Maxwell Co., Inc. for drainage over a ten foot wide portion of land adjacent to Lot 12, Creekside at the Landings. Monetary consideration: $10.

d. Deed of Dedication from B.K. Maxwell Co., Inc. for public access (turn around easement) over a portion of land located in the Landings PUD 4th Filing. Monetary consideration: $10.

e. Easement Dedication from Tri-Trend, Inc. for temporary drainage over a ten foot wide portion of land located in Silver Oaks PUD 1st Filing.

f. Easement Dedication from Tri-Trend, Inc. for utility purposes over an eight foot wide portion of land adjacent to the north right-of-way of Bronson Street.

g. Deed of Easement from Joe M. Padia for access purposes over a portion of land adjacent to Hickory Street.

h. Easement Dedication from d. Jensen Enterprises for drainage purposes over a portion of land between Burns Ranch at Quail Ridge 2nd Filing, and Overland Trail. Monetary consideration: $10.

i. Easement Dedication from Sundance Hills F.C., Ltd. for drainage purposes over a twenty foot wide portion of land adjacent to Sundance Hills 2nd Filing.

j. Easement Dedication from First Interstate Bank of Fort Collins for temporary retention pond purposes over a portion of tract "P" Greenbriar PUD.

printed on recycled paper

k. Easement Dedication from Rudy H. Knievel for drainage purposes over a twenty foot wide portion of land adjacent and south of the previous easement.

l. Easement Dedication from J. Thomas Chandler for public access purposes over a portion of land adjacent to and south of Caribou Way.

m. Easement Dedication from Jay D. Stoner for irrigation detention pond purposes over a portion of land adjacent to and West of the UPRR right-of-way and in Greenstone Phase 3 PUD.

******END CONSENT******

21. Pulled Consent.

Items pulled from the Consent Calendar will be considered at this time.

22. **Staff Reports.**

23. **Councilmember Reports.**

Items Needing Individual Consideration

24. First Reading of Ordinance No. 102, 1993 Authorizing the Sale to Colorado Land Source, Ltd. of Real Property Described as Tract A of the Fairbrooke Special Improvement District.

Under Chapter 22 of the Code, the City is authorized to sell property at the annual tax sale conducted by the Larimer County Treasurer if special assessments levied against the property have not been paid. The property was sold at the 1988 tax sale and a tax certificate of purchase was issued to the City as there were no interested private investors. The property was conveyed to the City through a treasurer's deed. Last May, the City Council adopted Resolution 92-91 establishing policies for the sale of such property.

The City offered this property for sale in April and the only bid received was less than appraised value and was rejected. This offer of $300,000 for 18.6 acres (or $16,129/ac) is the appraised value of the land.

25. Resolution 93-132 Authorizing the Purchasing Agent to Enter Into a Professional Services Agreement With Bondi & Co., Certified Public Accountants, for Auditing Services for 1993, With Annually Renewable Terms for 1993 Through 1997.

Letters soliciting interested CPA firms were sent to all CPA firms in Fort Collins, all "big six" accounting firms in Denver, and various other firms known to perform governmental accounting and auditing work. Nineteen RFPs were sent out; proposals were received from nine firms.

A staff committee ranked the firms according to a standardized point system and developed a "short list" of the top three firms. The Finance Committee had the opportunity to add to the short list. The Finance Committee then conducted interviews with these firms. Based on the interviews, Bondi & Co., was selected by the Finance Committee as the firm best suited to provide the audit services.

The proposed resolution authorizes the Purchasing Agent to enter into an agreement for auditing services with Bondi & Co. for 1993, which will be renewable on an annual basis through 1997. The agreement can be terminated if the auditing services are deemed unsatisfactory.

26. Resolution 93-133 Authorizing the City Manager to Enter Into a Contract with Care-A-Van, Inc., for the Purpose of Providing Paratransit Services to Disabled and Elderly Citizens of the Fort Collins Urban Growth Area for the Period of July 1, 1993 to December 31, 1993.

This action authorizes the City Manager to enter into a contract with Care-A-Van, Inc., for the purpose of providing paratransit services to disabled and elderly citizens of the Fort Collins urban growth area for the period of July 1, 1993 to December 31, 1993. Council is being asked to make this authorization because the City will not be procuring these services through a competitive process and the contract exceeds $50,000. This action is related to Ordinance No. 99, 1993 which was adopted on Second Reading as a part of the Consent Calendar.

27. Resolution 93-134 Stating the City's Commitment to Diversity and Adopting the City of Fort Collins Diversity Plan.

The Diversity Plan is an outline of the goals, strategies and actions the City has identified in order to be responsive to the diversity issues in the community and serve as a leader in helping shape our future. This Diversity Plan will guide us in the achievement of our commitment in three major area.

This plan has been provided to the Human Relations Commission, the Commission on the Status of Women and the Personnel Board for their review. All comments which have been received have been reviewed and incorporated if appropriate.

28. First Reading of Ordinance No. 103, 1993, Amending Section 2-263 of the City Code Pertaining to the Functions of the Human Relations Commission.

Section 2-263 of the City Code describes the functions of the Human Relations Commission (HRC). After reviewing Section 2-263, the HRC decided it would like to make changes to the Code in order to more accurately reflect the work of the HRC and acknowledge some significant changes to the role of the Commission. The HRC met with the City Attorney and together drafted the language presented in this Ordinance.

29. Other Business.

30. Adjournment.

printed on recycled paper

City of Fort Collins

Mayor

PROCLAMATION

WHEREAS, higher levels of education increase an individual's success in seeking employment, developing job skills and pursuing economic independence: and

WHEREAS, reading is the gateway to effective participation in the responsibilities of the family, the workplace and the democracy; and

WHEREAS, literacy of the parents is the number one factor necessary for insuring that children succeed in school and become successful adults themselves; and

WHEREAS, adult illiteracy is a national problem with over 60 million functionally illiterate adults in the United States including over 400,000 Colorado citizens; and

WHEREAS, the City of Fort Collins supports the local educational and training programs which empower adults to upgrade their skill levels and is deeply concerned for the well being and personal development of its citizenry and the economic development of this region.

NOW, THEREFORE, I, Ann Azari, Mayor of the City of Fort Collins, do hereby proclaim the month of September, 1993 as

ADULT LITERACY AWARENESS MONTH

in the City of Fort Collins.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Fort Collins, this 7th day of September, A.D. 1993.

Ann Azari

Mayor

ATTEST:

Wanda M. Krajicek

City Clerk

BEST COPY AVAILABLE

PROCLAMATION

ADULT LITERACY AWARENESS MONTH

WHEREAS, higher levels of education increase an individual's success in seeking employment, developing job skills and pursuing economic independence; and

WHEREAS, reading is the gateway to effective participation in the responsibilities of the family, the workplace and the democracy; and

WHEREAS, literacy of the parents is the number one factor necessary for insuring that children succeed in school and become successful adults themselves; and

WHEREAS, adult illiteracy is a national problem with over 60 million functionally illiterate adults in the United States including over 400,000 Colorado citizens; and

WHEREAS, the citizens of Larimer County support the local educational and training programs which empower adults to upgrade their skill levels and is deeply concerned for the well being and personal development of its citizenry and the economic development of this region.

NOW, THEREFORE, WE the Board of County Commissioners of the County of Larimer, do hereby proclaim the month of September, 1993, as

Adult Literacy Awareness Month

in Larimer County, Colorado.

Dated this 8th day of September, 1993.

THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF LARIMER

By: Courtlyn Hotchkiss
Chairman

(SEAL)

Attest:

Sherry E. Graves
Deputy Clerk

Harold Ferguson, a longtime Loveland educator, addresses award recipients as the keynote speaker at the Center for Adult Learning ceremony.

Adult learning

Roberto Lopez gets a hug from Sondra Merk, program coordinator, as he receives a certificate for completion of a course in English as a second language. Lopez and other students enrolled at the Center for Adult Learning received diplomas and recognition during a ceremony Wednesday night. Lopez was one of the student speakers at the ceremony.

The Center for Adult Learning, on the campus of Front Range Community College in Loveland, awarded 45 general equivalency diplomas and 55 certificates of recognition to adults, many of whom have recently moved here from other countries. The Center for Adult Learning has worked with more than 300 adult students this year.

Reporter-Herald photos/Laura Page

10/5/93

Computer lab bringing inmates back to books

Denver Post

By The Associated Press

[redacted]

FORT COLLINS

A computerized learning laboratory has Larimer County Detention Center inmates back in the classroom again.

The lab has become increasingly popular since it opened in February, officials said.

Almost every day, orange-clad prisoners sit at computers, sharpening their math and reading skills and preparing for GED high school equivalency exams.

"We usually have a full house every day. I'd say we have at least 120 a week coming in," said Connie Rockwell, a literacy teacher at the center.

The 10-station computer lab, paid for with profits from the detention center's commissary, allows Rockwell and fellow instructor Sharon Menard to more than double the number of inmates they help. "Now, we can have 10 people doing 10 different things on 10 different levels," Rockwell said. "We couldn't have done that before." Menard says the computers give inmates a sense of confidence they wouldn't have in a classroom.

"It gives them immediate, positive feedback. That's something they really need," she said.

Embert Valdez, 33, is using the lab to study for his GED. "It's helping me get back into where I was in school, and it gets me out of that locked-in atmosphere," he said. Cindy Miller, 32, said she is using the lab to learn about computers and as preparation for entering computer-programming school once she is released.

Computerized learning lab a hit with county inmates

FORT COLLINS (AP) — A computerized learning laboratory has Larimer County Detention Center inmates back in the classroom again.

The lab has become increasingly popular since it opened in February, officials said.

Almost every day, orange-clad prisoners sit at computers, sharpening their math and reading skills and preparing for GED high school equivalency exams.

"We usually have a full house every day. I'd say we have at least 120 a week coming in," said Connie Rockwell, a literacy teacher at the center.

The 10-station computer lab, paid for with profits from the detention center's commissary, allows Rockwell and fellow instructor Sharon Menard to more than double the number of inmates they can help.

"Now, we can have 10 people doing 10 different things on 10 different levels," Rockwell said. "We couldn't have done that before."

Menard says the computers give inmates a sense of confidence they wouldn't have in a regular classroom.

"It gives them immediate, positive feedback. That's something they really need," she said.

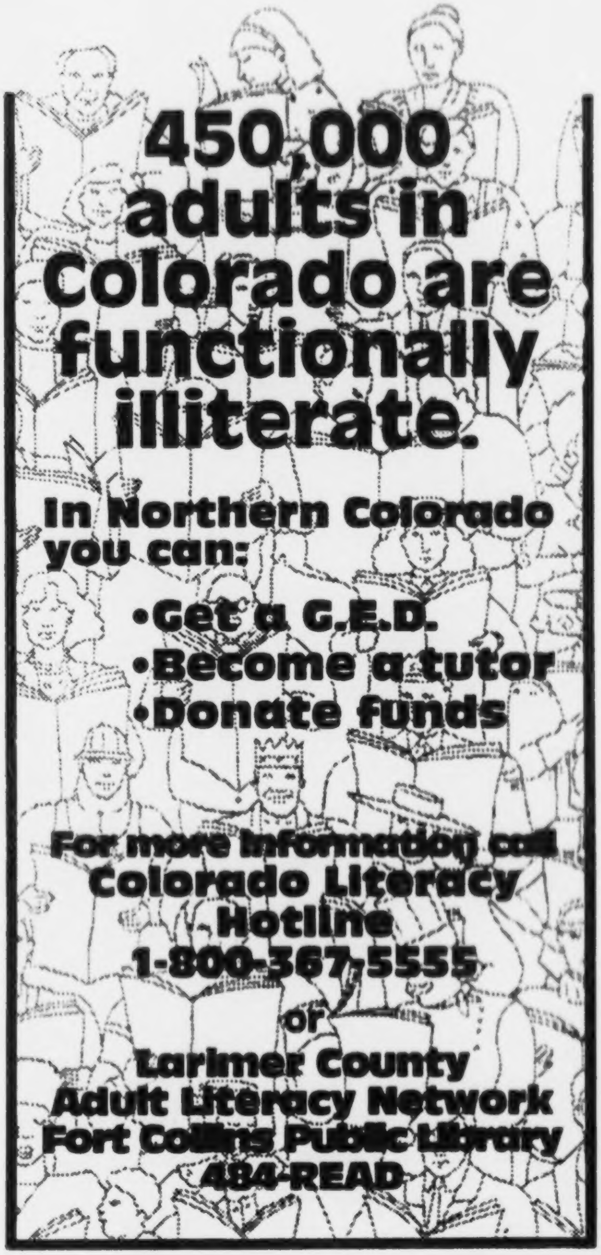
Reporter's Herald 10/5/93

60-3263-513ASP
60-3263-513

1Q

1 2

INTERNATIONAL PAPER
LIQUID PACKAGING DIV., NEW YORK, N.Y.



450,000 adults in Colorado are functionally illiterate.

In Northern Colorado you can:

- Get a G.E.D.
- Become a tutor
- Donate funds

For more information call
Colorado Literacy
Hotline
1-800-367-5555
or
Larimer County
Adult Literacy Network
Fort Collins Public Library
484-READ

TO OPEN

Poudre Valley

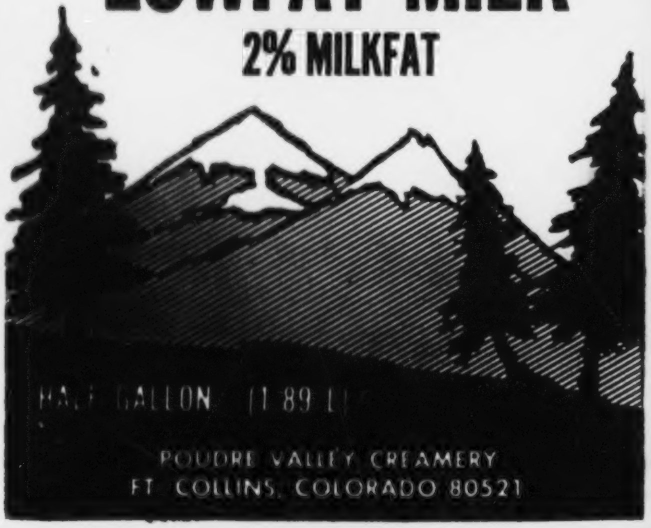
2+ BRAND

VITAMIN A AND D
LOWFAT MILK
2% MILKFAT

Poudre Valley

A good
Brand
to know

2+ BRAND VITAMIN A & D
LOWFAT MILK
2% MILKFAT


HALF GALLON (1.89 L)
POUDRE VALLEY CREAMERY
FT. COLLINS, COLORADO 80521

ADULT LITERACY EVENTS - SEPTEMBER 1993

September 1 - The Rotary Club of Fort Collins 75th Anniversary
Awards Banquet - $10,000 grant to Larimer County
Adult Literacy Network

September 18 - Environmental Fair 9:30 - 4:00
Larimer County Adult Literacy Network Table

September 21 - Reception for READ-UP Series of Books
for new adult readers
Fort Collins Public Library - Delatour Room
7:00 - 8:30 p.m.

September 28 - Larimer County Detention Center
Open House for "Learning Lab"
10:00 - 2:00

September 28 & 29 - Tutor Training - Orientation & Core Skills
Fort Collins Public Library - Delatour Room
6:00 - 8:30 p.m.

October 1 - 3 Friends of the Library Book Sale
Foot Hills Fashion Mall
Larimer County Adult Literacy Network Table

Throughout the month of September on Wednesday & Friday evenings at 7:00 p.m., Columbine Cable will air on "Take One", a profile of the programs and activities of the various Larimer County Adult Literacy Network providers.

Proclamations supporting the work of adult literacy by both the County and City government will be announced in September.

PRESS RELEASE

Around the Town

Date:	September 8, 1993
Subject:	Volunteer Tutors Needed
Contact:	Connie Rockwell 221-6748 Fort Collins Public Library Adult Literacy Services 201 Peterson Fort Collins, CO 80521

LITERACY VOLUNTEER TUTORS NEEDED - TRAINING AVAILABLE

The Fort Collins Public Library's Adult Literacy Services and the Larimer County Adult Literacy Network are sponsoring fall tutor training. Training will take place in the Ben Delatour Room at the Library at 6 p.m. on the following dates:

Orientation: September 28th
Core Skills: September 29th
English as a Second Language (to be announced)

Tutors are greatly needed in all areas. For more information call Connie at 221-6748 or call the 484-READ line.

Who can you call in Larimer County?

- The Literacy Line
  484-READ or 484-7323
- Even Start Family Learning Program **484-2580**
- Fort Collins Public Library Adult Literacy Services
  221-6748
- Front Range Community College/Fort Collins Adult Basic Education
  221-2160
- Life Adult Learning Service
  484-5955
- VCH Opportunity Center
  493-0909

Loveland

- Front Range Community College/Center for Adult Learning in Loveland
  663-7111

YOU OPEN UP NEW WOR
WHEN YOU R
Larimer County
Adult Literacy Network

YOU OPEN UP NEW WORLDS
WHEN YOU READ
Larimer County
Adult Literacy Network

What should you know about literacy?

Literacy is the possession of skills that individuals need to get by in our rapidly changing society and the workplace.

Low basic skills are a major barrier to those seeking employment and developing job skills.

Parent to child reading ranks as the single most important activitity for the ultimate literacy of a child.

What is the need?

450,000 adults in Colorado need to improve basic skills.

17,000 adults in Larimer County over the age of 16 have not received a high school diploma and are not in school.

What services are available free of charge?

Improve:	• Reading skills • Writing skills • Math skills
Prepare for:	• GED tests
Study:	• English as a Second Language • Citizenship
Become:	• A volunteer tutor
Experience:	• Learning as a family
Learn:	• One-on-one • With a small group • In a class

What can you do to help?

- Give referal information to a friend, relative, coworker or employee who needs help with basic skills.
- Encourage adult learners that you know.
- Volunteer to be a tutor or assist the local programs.
- Inform yourself and your elected representatives about literacy issues.
- Contribute financial assistance to the literacy community.

NEW FUND FOR LITERACY!

The **LARIMER COUNTY ADULT LITERACY FUND** has been established through the Fort Collins Area Community Foundation "To support, promote, and enhance all avenues toward basic skills education for adults in Larimer County". If you would like to contribute to the fund please make your check payable to: **Fort Collins Area Community Foundation**
(Please indicate Larimer County Adult Literacy Fund)

Send to:
Fort Collins Area Community Foundation
215 W. Oak Street, Suite 102
Fort Collins, CO 80521

Please help the adult literacy community by getting this fund off to a great beginning.
For more information call the Community Foundation at 224-3462 or 484-READ.

Larimer County Adult Literacy Network
Fall 1993 Adult Literacy Services Offered

TUTOR TRAINING AND TUTOR SUPPORT

FORT COLLINS PUBLIC LIBRARY ADULT LITERACY SERVICES • 484-READ

Adult Literacy Services coordinates training for tutors and puts tutors in contact with agencies that provide adult literacy in Larimer County. The Adult Literacy Services office also maintains the READ UP section of the Fort Collins Public Library which provides learning materials for both tutors and adult learners.

COLORADO STATE UNIVERSITY LITERACY CORPS • 491-5526

The Literacy Corps is organized through a 400 level course offered at CSU to undergraduate students. The purpose of the course is to teach students about literacy and to develop their tutoring skills. Students enrolled in the course serve as tutors to CSU employees and their family members or tutor students in one of the literacy programs in Larimer County.

CSU also sponsors the Student Athletes for Literacy ("Reading with the RAMS"). Student athletes take a course which is an introduction to literacy. In the course, they learn how to read to children, how to select literature for children and a variety of other skills vital for developing literacy in children. All this is done in a hands on manner, as the athletes work with youngsters in the Poudre R1 Schools.

ADULT LITERACY PROGRAMS

FRONT RANGE COMMUNITY COLLEGE CENTER FOR ADULT LEARNING - FORT COLLINS
424 PINE STREET SUITE 3 • FORT COLLINS, CO • 221-2160
CLASSES OFFERED: GED, ESL, BASIC SKILLS
SCHEDULE: Classes begin September 13.
2 MORNINGS PER WEEK AND 2 EVENINGS PER WEEK
REGISTRATION: Registration begins the week of September 7, 1993. Students should call and leave their number. Priority is given to those students who call and leave a message. This will speed up walk-in registration. Walk-in registration starts after September 7.

VOLUNTEERS CLEARINGHOUSE AND OPPORTUNITY CENTER
216 EAST OAK • FORT COLLINS, CO 80524 • 493-0909
CLASSES OFFERED: **READING & WRITING** (one-on-one tutoring provided). English grammar, spelling, journaling (reading and writing journals), reading for career selection, study skills, and the Reading Program for parents and children.
MATHEMATICS (levels vary). Each student will be individually assessed and provided a tutor.
SCHEDULE: Classes begin in September with flexible scheduling. They will be offered Tuesday, Wednesday and Thursday mornings, Wednesday evenings and possibly Thursday evenings.
REGISTRATION: Call and inquire about availability of classes.

EVEN START
2025 NORTH COLLEGE SUITE 122 • FORT COLLINS, CO • 484-2580
CLASSES OFFERED: GED INSTRUCTION (both at the center and in the home by individual tutors) and English as a second language.
SCHEDULE: Monday and Tuesday at the Center from 1 to 3 PM. Tutors by arrangement.
REGISTRATION: Drop in or call for the availability of classes.

FRONT RANGE COMMUNITY COLLEGE ADULT LITERACY PROGRAM
CENTER FOR ADULT LEARNING (CALL)
HOUSE OF NEIGHBORLY SERVICES • 565 NORTH CLEVELAND • LOVELAND, CO 80537 • 663-7111
CLASSES OFFERED: GED preparation for students with skills up to 8th grade and English as a second language. One-on-one tutoring is also arranged for each student.
SCHEDULE: Classes are offered Monday through Thursday, mornings, afternoons, and evenings. Each class meets twice a week.
REGISTRATION: Priority is given to continuing students. New students can call September 7 to sign up.

FAMILY LEARNING PLACE
2551 HAMPSHIRE ROAD • FORT COLLINS, CO 80526 • 482-9884
CLASSES OFFERED: GED Preparation (Reading, Writing, Math)
SCHEDULE: Monday, Tuesday, Wednesday & Thursday from 1-3 PM. CHILD CARE provided for adult learners who are referred by Social Services.
REGISTRATION: September 7, 1993 call 221-2160 or go to 424 Pine Street, Suite 3, Fort Collins.

What should you know about literacy?

Literacy is the possession of skills that individuals need to get by in our rapidly changing society and the workplace.

Low basic skills are a major barrier to those seeking employment and developing job skills.

Parent to child reading ranks as the single most important activitity for the ultimate literacy of a child.

What is the need?

450,000 adults in Colorado need to improve basic skills.

17,000 adults in Larimer County over the age of 16 have not received a high school diploma and are not in school.

What services are available free of charge?

Improve:
- Reading skills
- Writing skills
- Math skills

Prepare for:
- GED tests

Study:
- English as a Second Language
- Citizenship

Become:
- A volunteer tutor

Experience:
- Learning as a family

Learn:
- One-on-one
- With a small group
- In a class

What can you do to help?

- Give referal information to a friend, relative, coworker or employee who needs help with basic skills.
- Encourage adult learners that you know.
- Volunteer to be a tutor or assist the local programs.
- Inform yourself and your elected representatives about literacy issues.
- Contribute financial assistance to the literacy community.

Literacy
Opens Windows
To The World

Larimer County
Adult Literacy Network
484-READ

BEST COPY AVAILABLE

Library Resource Guide

LIBRARIES CHANGE LIVES

LIBRARIES CHANGE COLORADO

Published by the
Triangle Review
in association
with the Larimer
County Libraries.

Fort Collins Public Library ▶

WENDY'S
OLD FASHIONED HAMBURGERS

DENNY LYNCH
Vice President
Communications

May 12, 1993

Ms. Joan Ladd
Administrator
Fort Collins Public Library
201 Peterson St.
Fort Collins, CO 80524-2990

Dear Ms. Ladd:

Thank you very much for your letter for your letter to Dave Thomas. He is traveling and asked that I respond and let you know how much he appreciates your kind words about receiving his GED certificate and high school diploma.

Unfortunately, he's unable to accept your invitation to participate in your programs in September. He will be filming commercials and participating in a conference on the dates mentioned.

You might be interested to know that Dave will be participating in two projects designed to bring national attention to the GED program. The first project is a television public service announcement to encourage people who never finished school to get their high school diploma through the GED program. And later this fall, he'll appear in a segment for a PBS special on the 50th Anniversary of the GED.

Receiving his GED and a high school diploma was a personal victory for Dave that he's proud to share with others.

Best regards to you and the staff at Fort Collins Library.

Sincerely,

Denny Lynch

Denny Lynch

:sw

WENDY'S INTERNATIONAL, INC. / P.O. BOX 256 / 4288 WEST DUBLIN GRANVILLE ROAD, DUBLIN, OHIO 43017 / 614-764-3100

SEEKING ADDITIONAL FINANCIAL SUPPORT FOR ADULT LITERACY PROGRAMS IN LARIMER COUNTY

City of Fort Collins

Cultural, Library and Recreation Services
Public Library

April 19, 1993

Bonnie Titley
The Rotary Club of Fort Collins
1816 Seminole Dr.
Fort Collins, CO 80525

Dear Ms. Titley,

Would you please send information and a proposal form about the cash gifts to non-profit organization sponsored by The Rotary Club of Fort Collins? The Adult Literacy Services or the Larimer County Adult Literacy Network would be very interested in applying for these monies.

Please send to:
Fort Collins Public Library
Adult Literacy Services
201 Peterson
Fort Collins, CO 80524

Thank you for your time.

Sincerely,

Connie Rockwell

Connie Rockwell
Program Coordinator

The ROTARY CLUB of FORT COLLINS

as part of its 75th Anniversary Celebration will be honoring several nonprofit agencies in Fort Collins with cash gifts ranging from $5,000 to $20,000.

If your organization would like to be considered for this recognition, please request a proposal form from Bonnie Titley, 1816 Seminole Drive, Ft. Collins, CO 80525. A full application form will be mailed to you.

Final proposals will be due no later than 4 p.m. on June 1, 1993.

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

Rotary, agencies reap 75 years of benefits

By **STEVE PORTER**
The Coloradoan

The Rotary Club of Fort Collins marked its 75th birthday Wednesday by giving more than $75,000 to local service agencies, international service projects and college scholarships.

The local club, which has about 200 members and is also known as the Downtown Rotary Club, presented the awards during a special meeting Wednesday night at the University Park Holiday Inn.

Giving away so much money was "a major statement by the club," said secretary Glen DeZeeuw.

"When we started planning for the 75th birthday, we thought wouldn't it be neat to give away $75,000 in our 75th year," said DeZeeuw. "We figured out a way to do it internally without selling anything in the community or asking for any money outside the club."

DeZeeuw said the largest amount previously given at one time by the club was $27,000.

Dean Johnson, club president, said choosing the award recipients wasn't easy.

"The total requests were in excess of $500,000," he said. "We had a selection committee, and they did a tremendous job of sorting out and making the final selections.

"We would have liked to have given money to everyone, but of course that was impossible."

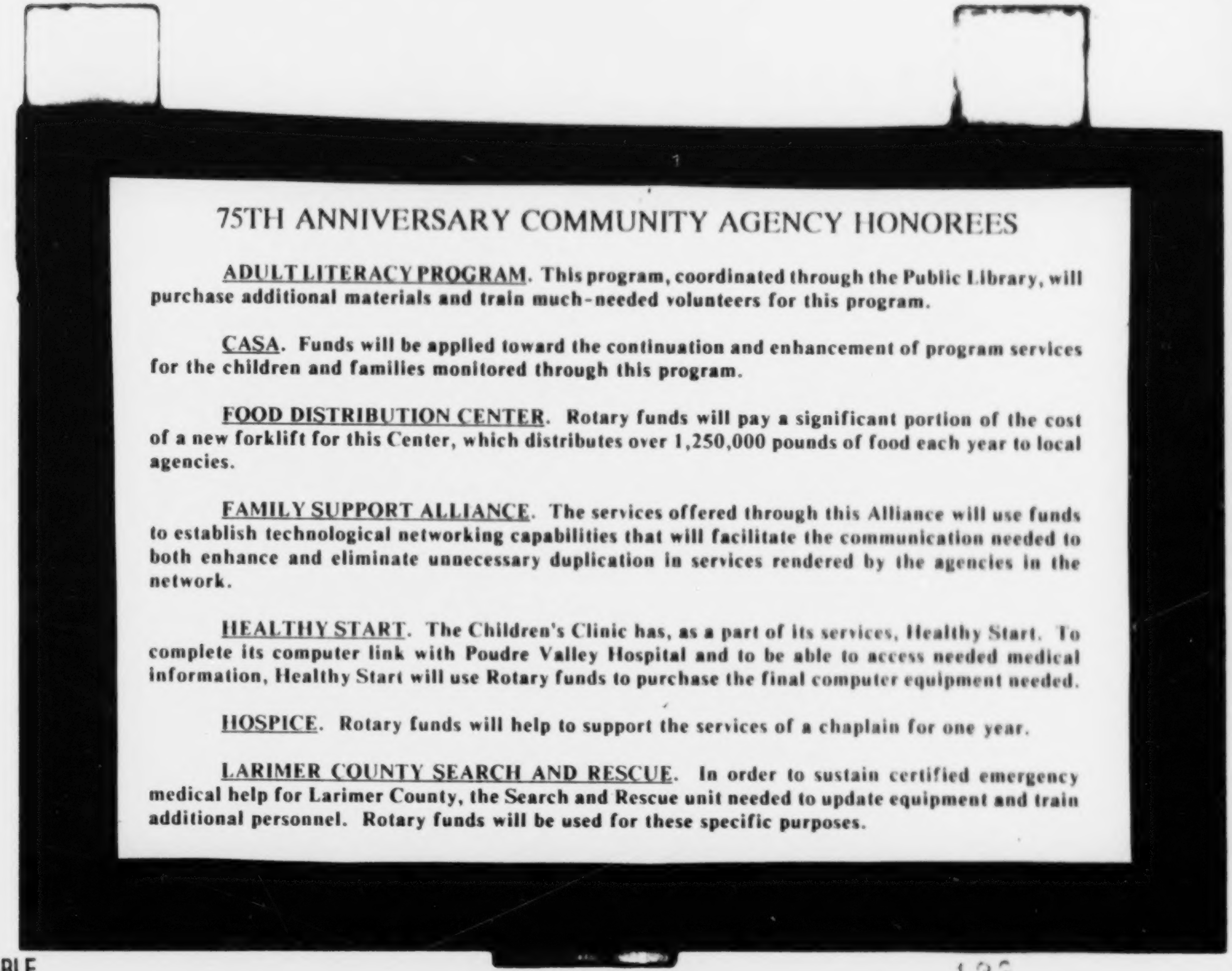
The Larimer County Food Distribution Center, 1301 Blue Spruce Drive, received $15,000 from the club. Sandy Bowden, center director, said the contribution would be put to good use.

"It means a new forklift for us, and we desperately needed that," Bowden said. "We're delighted, because we couldn't function without one."

Distribution list

The Rotary Club of Fort Collins contributed a total of $75,060 to various agencies:

- The Larimer County Food Distribution Center — $15,000.
- Court Appointed Special Advocates — $12,500
- Adult Literacy Services — $10,000
- Colorado State University scholarship programs — $10,000.
- PVH Family Support Alliance — $7,500
- Larimer County Search and Rescue — $6,000
- Hospice of Larimer County — $5,500
- Healthy Start — $3,560
- Another $5,000 was donated to worldwide service projects.



75TH ANNIVERSARY COMMUNITY AGENCY HONOREES

ADULT LITERACY PROGRAM. This program, coordinated through the Public Library, will purchase additional materials and train much-needed volunteers for this program.

CASA. Funds will be applied toward the continuation and enhancement of program services for the children and families monitored through this program.

FOOD DISTRIBUTION CENTER. Rotary funds will pay a significant portion of the cost of a new forklift for this Center, which distributes over 1,250,000 pounds of food each year to local agencies.

FAMILY SUPPORT ALLIANCE. The services offered through this Alliance will use funds to establish technological networking capabilities that will facilitate the communication needed to both enhance and eliminate unnecessary duplication in services rendered by the agencies in the network.

HEALTHY START. The Children's Clinic has, as a part of its services, Healthy Start. To complete its computer link with Poudre Valley Hospital and to be able to access needed medical information, Healthy Start will use Rotary funds to purchase the final computer equipment needed.

HOSPICE. Rotary funds will help to support the services of a chaplain for one year.

LARIMER COUNTY SEARCH AND RESCUE. In order to sustain certified emergency medical help for Larimer County, the Search and Rescue unit needed to update equipment and train additional personnel. Rotary funds will be used for these specific purposes.

BetterBag™

September 13.1993

Hi Connie ——

Just a note to thank you for the order of Literacy Network book bags. I also wanted to thank you for going to the lengths you did to get a check from the city so promptly. I know it was a bit of magic, and we appreciated it very much!

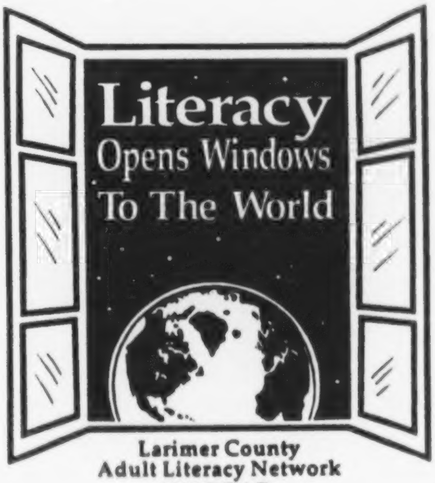
I hope the bags do well for you, and that we can work together again sometime. It was a pleasure!

Thanks again, Connie!
sincerely,
Kari Armstrong

The BetterBag Company
204 N. Link Lane #7 • Ft. Collins, CO 80524
Phone 303-493-9038 • Fax 303-493-9094
Toll Free 800-373-8049

SUPPORT ADULT
LITERACY

YOU CAN HELP!


Literacy
Opens Windows
To The World

Larimer County
Adult Literacy Network
484-READ

BUY A BAG

$8.00

(Tax Included)

Cultural, Library and Recreation Services
Public Library

City of Fort Collins

November 3, 1992

Holly Field
3516 Shore Road
Fort Collins, CO 80524

Dear Holly

Thank you very much for your kind donation of fifty dollars to the Adult Literacy Program here in the Fort Collins Public Library.

In January, we will be revamping the "Read-Up" section, which contains instructional and leisure reading materials for adults with low literacy skills. We will be ordering more books that will be of special interest to adults. Your donation will be a welcome addition to our budget.

If you're in the Library, stop by the Adult Literacy Office for I would enjoy meeting with you and answering any questions you might have about the program.

Thank you again.

Sincerely,

Connie Rockwell
Program Coordinator
Adult Literacy Program

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

Mountains & Plains
Booksellers Association

September 18, 1993

Greetings,

On behalf of the Mountains & Plains Booksellers Association, I want to thank you very much for applying for a literacy grant. As a result of increased media attention to our grants, we had a large number of excellent applicants this year. The review committee had a difficult task in choosing which programs to award grants, as virtually all were deserving of our help.

We regret that your organization was not one of those chosen for a grant but we applaud your energetic efforts to promote literacy in your region.

Once again, we thank you for submitting your application and particularly for the time and dedication which we know that programs such as yours demand.

Sincerely,

Lisa D. Knudsen

Lisa D. Knudsen
Executive Director

805 LaPorte Avenue, Fort Collins, Colorado 80521, (303) 484-5856, Fax: (303) 484-5856

COOPERATING WITH OTHER LIBRARIES AND LITERACY PROGRAMS IN THE COUNTY AND THE STATE

cde

COLORADO DEPARTMENT OF EDUCATION

STATE LIBRARY AND ADULT EDUCATION OFFICE

William T. Randall
Commissioner of Education

Nancy M. Bolt
Assistant Commissioner
Libraries and Adult Services

May 14, 1993

Ms. Connie Rockwell
Fort Collins Public Library
Literacy Services
201 Peterson Street
Fort Collins, CO 80524

Dear Ms. Rockwell:

I am writing to confirm that you will be able to serve as a reader for the Adult Basic Education FY'94 proposals.

When: Wednesday - June 16, 1993
Where: Colorado Talking Book Library
180 Sheridan Blvd, Denver
Time: 10:00 a.m. - 3:00 p.m.

Enclosed is a packet of information for your perusal before the June proposal reading date. The packet contains:

- Adult Basic Education RFP Manual
- Adult Basic Education proposal forms
- FY'94 Adult Basic Education, Reader Checklist
- Colorado Adult Basic Skills Minimum Program Standards and Glossary
- Colorado Certificates of Accomplishment Informational packet
- Map showing the location of the Colorado Talking Book Library

It would be extremely helpful to us if we could hear from you **if your plans change and you cannot serve as a reader**. If you have any questions or need further information, please feel free to call either Suzanne Williams (303-866-6609) or myself (303-866-6611).

I know how valuable your time and expertise are; therefore, I sincerely appreciate your participation. We definitely need your help! I look forward to seeing you on Wednesday, June 16th at the Colorado Talking Book Library.

Sincerely,

Dian Bates

Dian Bates
State Director
Adult Basic Education

b\cde102\rdrenc.mem

I-25
W. Sheridan
S. on Sheridan
[illegible]

Connie -

Thank you for writing Even Start a great support letter for the Barb. Bush grant

sorry the lead time was so short -

We really appreciate all your help.

Carol Miller
Even Start

HUTCHINSON
PUBLIC LIBRARY

LEROY M. GATTIN
Director

To: Literacy Program Coordinators
From: Marcella Ratzlaff, BELS committee member
Re: Your participation in a survey
Date: May 3, 1993

The Basic Education and Literacy Services Committee (BELS) is a committee in the Adult Lifelong Learning Section (ALLS) of the Public Library Association.

One of the pressing issues that surfaced at the (BELS) program held at the American Library Association Conference in San Francisco was the need to more effectively share what works in library literacy services. To this end, the BELS committee is currently conducting a national survey of selected libraries with literacy collections. Your literacy program has been recommended to us by your State Library.

Please assist us by responding to the enclosed questionnaire and returning it by May 21, 1993. A stamped, addressed envelope is provided for your convenience. The results of the survey will be used to plan an annual conference program in 1995 that will share methods of literacy collection development and merchandising used around the country in various library settings.

You can assist us further by joining the BELS committee or contacting the chair of the committee with suggestions for future programming or activities that my interest you regarding library literacy services. For more information contact Rhea Lawson, Literacy Resources Librarian, Broadway Lifelong Learning Library, 301 North Broadway, Baltimore, Maryland 21231, (410) 396-0970.

If you have questions about the survey, please contact me at 1-800-234-0529.

Thank you for taking the time to complete the questionnaire and for your prompt response.

901 North Main • Hutchinson, Kansas 67501 • Phone (316) 663-5441

Fort Collins Public Library, Adult Literacy Services
201 Peterson
Fort Collins, CO 80524

303-484-READ or 303-221-6748

Joan Ladd or Connie Rockwell

1. How does your library currently display literacy materials and technological resources for public use?

Print: The FC Adult Library Literacy Services displays print in our READ UP section, which has been set aside specifically to house materials for Adult Basic Education, GED preparation, English as a Second Language and fiction and non-fiction written for readers whose skills fall below ninth grade level.

A section of the READ UP shelves is designed to display in a highlighted manner special items. This display is changed approximately every two weeks. It is used to display new materials, materials which are thematic to the season of the year, materials which are of particular interest or value to classes currently being offered or materials which it is felt would be of special interest to our adult learners.

Also, displayed in the READ UP section are newspapers, which are purchased by our Library Literacy Services project. These newspapers are written at a fifth/sixth grade level and are specially published for adult learners.

Furthermore, the READ UP section contains several books which are also available on cassette or which are supplemented with activities on cassette. The cassettes are housed in a different section of the library; however, a dummy package is attached to the book in order to inform the adult learner of the availability of the cassette and its location in the library.

Video: Videos, specially designed for training literacy tutors for adult learners are housed in the Library Literacy Services office at the Fort Collins Public Library. The availability of these videos is announced at each tutor training session, and the videos are often loaned out to local adult literacy providers to be used to train their volunteer tutors on-sight.

Software: not available

Hardware: not available

2. Why would you recommend your methods of displaying literacy materials and technological resources to other libraries?

We would specifically recommend the separate section of the library to house those materials appropriate for adult learners and English as a Second Language clients. These people are easily intimidated by the library and have a difficult time finding the materials they so desperately need. Here the know that they need only go the READ UP section and they will find all the materials they need. The READ UP section is further delineated by large signs which indicate the different sections: Reading, Social Science, Fiction, Job Related, Family literacy etc.

3. No. We do have the Adult Literacy Services project whose staff has the responsibility to oversee the READ UP collection and to maintain it and up date it. The funds for the collection come from donations and grants sought by the Adult Literacy Services project.

4. The adult literacy collection is housed in one place - the READ UP section of the library. (With the exception of the training videos which are housed in the Adult Literacy Services office.)

5. The Adult Literacy Services project is responsible for the development and maintenance of the collection. The staff of the project work a total of 35 hours a week, some of which is devoted to the READ UP section each week.

6. The collection contains approximately 300 volumes, five percent of which are accompanied by cassette tapes.

7. The Adult Literacy Services project provides training for all literacy volunteers in the area. Each volunteer is introduced to the READ UP collection and encouraged to also introduce all new adult learners to the collection. The literacy providers of Fort Collins often bring classes to the library and introduce them to the READ UP section. The Adult Literacy Services project puts out flyers to the literacy providers whenever there are new books or cassettes added to the collection and at each tutor support meeting, the staff of the Adult Literacy Services project tries to feature a particularly useful volume or volumes from the collection.

8. The collection is supported by non-library funds. One hundred percent of the materials budget of the Adult Literacy Services project is devoted to up dating the READ UP collection. These funds come almost 100% from a Department of Education, Title

VI grant; however, they are occasionally supplemented by donations or by grants from local foundations or service organizations.

9. The collection is not currently cataloged.

10. No, the policy is the same as regular circulation.

11. The collection is used to supplement the local literacy providers meager collections. The materials are designed to be used as teaching materials by volunteer literacy tutors or to be used by adult learners.

12. Yearly, the Adult Literacy Services project provides training for the library staff in regards to the READ UP collection to keep the staff up dated and informed. This is a simple, informative workshop done at a regular staff meeting.

13. Not available

14. 1988

15. Yes on Steck Vaughn, Contemporary and Alta. No on Longman

16. All of Steck Vaugh GED books, Contemporary's Math Series. Jazz Chants for audio. The Josten's Invest software.

17. Not that we know of.

18. No, not now.

19. We've just written a $13,000 grant for more materials for the Larimer County Adult Literacy Network, which would make the Library's collection up-to-date and also with duplications in the adult literacy service providers' libraries. If we receive this grant, our collections will indeed be newsworthy.

PUBLIC LIBRARY ASSOCIATION
ADULT LIFELONG LEARNING SERVICES
BASIC EDUCATION & LITERACY SERVICES COMMITTEE

Library Name: ______________________________ Phone #: ___________

Address: ____

City: ___________________ State: ________ Zip Code: ________

Person Reporting: ____

1. How does your library currently display literacy materials and technological resources for public use?

   Print:

   Video:

   Software:

   Hardware:

   Other:

2. Why would you recommend your methods of displaying literacy materials and technological resources to other libraries?

3. Do you have a collection development policy or guidelines established for your adult literacy library materials?

4. Where is your adult literacy collection shelved in relation to the rest of your collection? Is the collection in one or several locations?

5. Who is responsible for your adult literacy collection development and maintenance? (i.e. full-time adult services librarian, part-time volunteer, etc.)

6. What is the size of your collection?

7. How do you market your collection?

8. What percent of your total materials budget is assigned to this collection or is the collection supported by non-library funds? Please explain.

9. Is the collection cataloged? How?

10. What is the circulation policy regarding the literacy collection? Is the policy different from the regular collection?

11. How is the collection used?

12. Describe staff training relative to promoting the literacy collection?

13. Describe or send samples, pictures, etc. of signage used for the collection?

14. How long has your collection been established?

15. What publishers and venders of literacy resources have you found very effective? Who would you not recommend?

16. What titles would you recommend?

Print:

Video:

Software:

17. Is there anything unique about your literacy collection or program that you would like to share?

18. Would you be willing and able to produce a two (2) to five (5) minute video on your collection for use in a program at ALA?

19. Do you have any other comments?

Thank you.

COMPLETING THE PUBLICATION OF
THE "READ-UP SERIES"

THE FORT COLLINS PUBLIC LIBRARY

CORDIALLY

INVITES YOU

Adult Literacy Office   Connie Rockwell/Joan Ladd

The READ-UP SERIES

Conceived as a community-wide project involving authors, illustrators, workshop leaders, and story tellers, the READ-UP Series is a delightful anthology of short stories and biographies for the beginning adult reader.

Workshops held in Fort Collins, Estes Park and Loveland taught participants cultural awareness, creative writing, oral history and writing at a variety of readability levels. All work was done voluntarily and donated for publication and distribution.

The four volumes produced from this project will be distributed to public libraries and adult literacy programs throughout Larimer County to benefit and inspire emerging adult readers.

This reception is to recognize and show gratitude to all those who worked so hard to bring this project to fruition.

READ UP SERIES
RECEPTION FOR AUTHORS, EDITORS, AND ILLUSTRATORS

SEPTEMBER 21ST
7:00 - 8:30
DELATOUR ROOM
RSVP 484-READ

BEST COPY AVAILABLE

City of Fort Collins

Cultural, Library and Recreation Services

Public Library

August 12, 1993

Dear Friends,

Several years ago you participated in a workshop which created reading materials for adults, the READ-UP Series. Your work was selected for publication in one of the four volumes.

The final volume is off the press this month and the entire series is great! Adult Literacy Services would like to celebrate by hosting a reception here at the Library in September for everyone involved in this project.

Please call us at the Fort Collins Public Library, Adult Literacy Services (484-READ) and leave your name and current address so that we can send you a personal invitation.

On behalf of Sally Robinson and the adult literacy community, we certainly appreciate your creative contribution to this project and we do hope to hear from you soon.

Sincerely,

Joan Ladd

Joan Ladd
Program Director

Connie Rockwell

Connie Rockwell
Program Coordinator

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

READ UP SERIES ORDER FORM

Fort Collins Public Library
Adult Literacy Services

For a limited time, the Adult Literacy Services Office will offer copies of the READ UP Series for sale. The books are priced at $10.00 per book or $35.00 for the complete set. Please fill out the form below and attach your check, made out to the Fort Collins Public Library. Mail the order to:

The Fort Collins Public Library
Adult Literacy Services Office
Attention: Connie Rockwell
201 Peterson
Fort Collins, CO 80524

Orders may also be turned into the Adult Literacy Services Office at the Fort Collins Public Library in the Administration Wing. All orders must be turned in by Friday, October 29th to guarantee processing. The books will be ready to pick up in early December.

READ UP Series ORDER

Number	Title	Amount
	The Secret in the Soup	
	The Ghosts and Father Thomas	
	She Rides the Range in a Ford V-8	
	Lee Martinez and Other Real Life Stories	
	The READ UP Series, **Complete Set**	
	Total:	

Name: ______________________________

Address: ______________________________

____

Phone Number: ______________________________

September 17, 1993

Dear Connie + Joan,

I won't be able to attend the "Read-Up Series, Reception on Sept. 21st but I want to congratulate you on finishing this project! You're doing such a great job with the whole literacy program. Chris

SURVEYING THE NEEDS OF THE
LARIMER COUNTY ADULT LITERACY COMMUNITY

FORT COLLINS PUBLIC LIBRARY
ADULT LITERACY SERVICES

SURVEY OF ADULT ABE/ESL STAFF AND TEACHERS
SPRING, 1993

I. ADULT LITERACY SERVICES READ UP SECTION

What materials should be added to the READ UP section of the library which would enhance the activities in your classroom? The READ UP collection includes materials for 1) Adult Learners, 2) Tutors of Adult Learners and 3) Teachers of Adult Learners. The materials may include: books, cassettes, videos, newspapers, workbooks - whatever will enhance the learning experience for the student.

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

II. ADULT LITERACY SERVICES - LITERACY OFFICE

Services Office for check out to teachers, adult learners or students? Currently available are training videos, texts and workbooks for adult learners and teacher's editions for teachers and tutors of adult learners. Would black line workbooks be helpful? What are your suggestions?

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

Title Author Publisher

III. TUTOR TRAINING

A. **Initial Training:** Currently, two three-hour sessions are required for new tutors: ORIENTATION and CORE SKILLS. What suggestions do you have to refine or improve these sessions? In other words, what would you like your tutor to know right out of the shoot?

B. **Additional Training:** All tutors are required to attend additional training. Which other courses should be emphasized? ESL GED Writing Math Reading 0-4
Reading 5-8 Disabilities

C. **Tutor Tips:** Short, one-hour sessions, which are designed to answer specific questions tutors might have on a given topic: motivating adult learners, cultural factors to consider while tutoring, how to design effective reinforcement activities, more essentials to teaching reading 0-4 etc. When and where would Tutor Tip sessions be helpful for your tutors? What specific topics might Tutor Tips emphasize?

D. **Action Packs for Tutor Training Tapes:** Currently available in the Adult Literacy Office are video tapes of a variety of tutor training sessions which have been presented over the past two years. These are available for check out to tutors. It has been suggested that tutors would get more benefit from the tapes if they were accompanied by an Action Pack (study guide). Also, a completed Action Pack would be evidence that a tutor had seen the video. Do you feel Action Packs would be helpful? Who do you think should create the Action Packs? What guidelines might we use to set the design of the Action Packs?

____

____

____

____

E. **Action Packs for GED on TV:** Currently available are video tapes of GED on TV. It has been suggested that these could be very helpful for adult learners; however, without a teacher to direct the students in their use of the tapes, they would appear to be of little assistance. Therefore, it was suggested that Action Packs be developed which the student could complete while watching a particular tape which had been recommended to them by their instructor. Do you feel these Action Packs would be helpful? Who do you think should create them? What guidelines might we use to set the design of the Action Packs?

____

____

____

____

IV. **Tour of the Library for Adult Learners:** The library has hundreds of resources which could be used by adult learners, most specifically the READ UP collection; however, many of them have never been in a public library and have no idea what is there nor how to access information they may seek. Adult Literacy Services plans to provide a program to help adult learners learn to better use the library.

1. Do you believe such a program would be feasible?__________

2. When would you offer such a program? __________________________
____

3. What should be included in such a program?_____________________
____

4. What format should be used? Class, regular tour, treasure hunt?____

V. **Volunteer Appreciation:** Any suggestions for a Network-wide volunteer appreciation project?

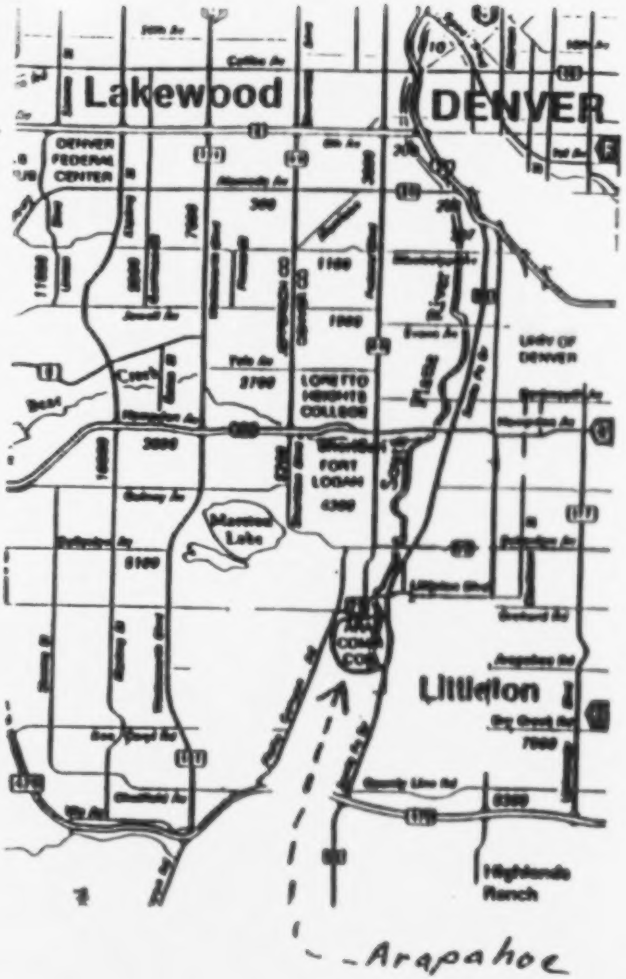
____

____

____

____

DEVELOPING FURTHER PROFESSIONAL SKILLS


Lakewood
DENVER
DENVER FEDERAL CENTER
LORETTO HEIGHTS COLLEGE
FORT LOGAN
Marston Lake
UNIV OF DENVER
Platte River
Littleton
Highlands Ranch

-Arapahoe
Community
College

1993

Adult Education

Mini-Conference

Saturday, March 13, 1993

Arapahoe Community College
5900 South Santa Fe Drive
Littleton, CO 80120

REGISTRATION

Please complete the form below and mail by March 1, 1993 to:

Betty Carson
Jefferson County Schools
1005 Wadsworth Blvd. Rm 102
Lakewood, CO 80215

(All participants should register, even if not ordering lunch.)

Name ______________________________
Last First

Address ____________________________

____

Phone (H) __________ (W) __________

Check appropriate blank:

_____ volunteer tutor
_____ professional teacher
_____ administrator

_____ $7.00 enclosed for lunch (vegetarian lasagna, salad, garlic bread, dessert and beverage)

Make check payable to CACAE (Colorado Association for Adult Continuing Education).

Adult Education Mini-Conference

Saturday, March 13, 1993

Arapahoe Community College
5900 South Santa Fe Drive
Littleton, CO 80120

The conference will have special tracks for volunteers and professional teachers!

Schedule of Events

8:00-8:30a.m.	Registration
8:30-9:00a.m.	Opening Session
9:15-12:15p.m.	Workshops
12:15-1:10p.m.	*Lunch* ($7.00 at Cafeteria)
1:15-4:05p.m.	Workshops

(See attached schedule for specific topics.)

For more information please call *Al Dam* at (303) 866-6607

CDE Recertification Credit

Participants who have Colorado Teacher Certificates and would like to receive .5 Colorado Department of Education Recertification credit need to complete the following requirements:

Attend 7 hours of workshop presentations, complete session evaluation forms and write a 1 page reaction paper for each session attended.
-or-
Workshop presenters are eligible to receive credit.

If you are interested in receiving .5 credit please complete the form below by March 1st and return to:

Mary Willoughby
Colorado Dept. of Education
201 E. Colfax, Rm 100
Denver, CO 80203
(3[redacted]6-6743

Na__________________________

Address _____________________

____

Phone _______________________

S.S.# _______________________

Denver/Metro Mini-Conference, Saturday, March 13, 1993
8:00am to 8:30am --- Registration/Lobby
8:30am to 9:00am --- Colorado Family Literacy/Cafeteria - Mary Willoughby

Time	Professional Teacher Track					Volunteer Track		
	ESL	**Basic Skills**	**Basic Skills**	**GED**	**Workplace Education**	**ESL**	**Basic Skills**	**GED**
9:15 - 10:30am	Cultural Diversity Myrna Ann Adkins	Changing the Rules in Math Lucy Stromquist	Motivating Homeless Adult Learners Connie Tripp	Study Skills Audrey Epstein	Marketing Adult Education Elizabeth Dale	Strategies for ESL Literacy Ardith Loustalet Simons	Writing Techniques Teresa Falagrady	Critical Thinking for GED Susan Lythgoe
10:30am - 10:50am	PUBLISHER'S DISPLAY			PUBLISHER'S DISPLAY		PUBLISHER'S DISPLAY		
11:00 - 12:15pm	Training of Trainers ESL Package Kathy Santopietro	Warm-Up Activities for Your Classroom Mary Gershwin	Review of New Materials Debra Fawcett	Final GED Prep Elaine Baker	Writing In the Workplace Cathy Hatfield	Introduction to ESL Heidi Henriksen	The NLP Spelling Strategy Dee Sweeney	Study Skills Audrey Epstein
12:15 - 1:10pm	*LUNCH BREAK*							
1:15 - 2:30pm	Narrative as Teaching Mark Clarke	CASAS Writing Test Lucy Stromquist	Family Literacy: A Model Program Carol Duarte Vernita Zubia Cristina Gomez	Learning Styles Susan Lythgoe	Understanding Corporate Culture Elizabeth Dale	ESL Lesson Planning Kendra Rodriques	Reading Strategies CCIRA Committee Mary Jane Marvuglio Carolyn Edwards Pat Sudduth	Math Problem Solving Strategies Inara Rudmanis
2:30 - 2:50pm	PUBLISHER'S DISPLAY				PUBLISHER'S DISPLAY			PUBLISHER'S DISPLAY
2:50 - 4:05pm	Beyond The Text: Computer in ESL Barb Sample Byrna Dunn	Colorado Certificate of Accomplishment Kathy Santopietro	Reading Comprehension in a Nutshell Dee Sweeney	Content Area Studies Rita Stout	Task Analysis Jennifer Burkhart	Cross Cultural Communication Christina Bernal	Developing Math Sense Inara Rudmanis	

Dear Connie,

Please accept my gratitude and appreciation for being allowed to speak at your 4th Annual Regional Literacy Conference. I truly enjoyed myself and the group could not have been more hospitable and welcoming. Many people greeted me after the speech asking for parts of the address. I have decided to send the entire speech to all along with overhead slides to facilitate all requests. The data I used throughout the speech is imbedded in the text.

Again, thank you and if I can be of additional service please call.

Best wishes,

Dr. Richard A. Weber

PROVIDING SERVICES TO ADULT LEARNERS

Need help with tax forms?

Come to our FREE workshop.

Wednesday, March 3, 1993
7:00 to 9:00 PM

Even Start Learning Center
2025 North College #122
Fort Collins, Colorado
484-2580

Call Maria or Theresa at Even Start to register.

Sponsored by Fort Collins Public Library Adult Literacy Program
Tax Assistance by Internal Revenue Service.

City of Fort Collins
Cultural, Library and Recreation Services
Public Library

GED SCHOLARSHIP FUND
Funded by donations
Through the Fort Collins Public Library
Library Literacy Services

AUTHORIZATION FOR PAYMENT OF GED EXAM:

The Fort Collins Public Library's Library Literacy Services agrees to pay the cost of the GED exam for the student carrying this voucher provided the student has completed this form and a signature from an authorized agent is present (i.e. student's GED instructor).

* *

Dear Student:

We are pleased that you have decided to take the GED exam! We only ask that you complete the following information so that we can determine who in Larimer County has made use of the Library Literacy Scholarships. Please return a **copy** of this completed page in the enclosed envelope. All information will be kept confidential. Good Luck!

Sincerely,

Connie Rockwell
Program Coordinator

* *

Name: ______________________________

Address: ______________________________
____

Phone Number: (Day) ______________ (Night) ______________

Age: _______ Sex: __(Female) __(Male) Marital Status: ___________

Number of children: _________ Highest grade completed: __________

Are you employed? ______________

Tutor or Center Manager: ______________________________

Student Signature: ______________________________

201 Peterson Street • Fort Collins, CO 80524-2990 • (303) 221-6742 • FAX (303) 221-6398

Instructions:

1. Fill this form out completely. Obtain signature of GED instructor or tutor.
2. Make a photo copy of it.
3. Put copy in envelope, with add stamp, and return to Library Literacy Service.
4. Take original form to Colorado State University Testing Center and give to tester.
5. Call 221-6748, if there are an problems or question.

PUBLISHING A JOB DESCRIPTION FOR THE DIRECTOR'S POSITION

ADULT LITERACY PROGRAM DIRECTOR

DESCRIPTION OF WORK

General Statement of Duties:

Coordinate the development of a print and tape collection of high interest\low-level materials and make it available to meet the learning needs of adult low-level learners and their tutors.

Design and carry out a marketing program which will create public awareness of the library's role in literacy and the collaborative efforts of community agencies and groups who support low literate adults and their families through education.

Implement strategies to support other local direct service programs through such services as student and volunteer recruitment, tutor training, referrals, networking, coordination, cooperative grant writing, etc.

Supervision Received: Same

Supervision Exercised: Supervises all program assistants, office volunteers, contractual employees and trainers doing work for the Library Adult Literacy program.

EXAMPLE OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in all positions of this class.)

Select, order and help process books and tapes for the READ UP collection.

Make presentations about and give tours of the READ UP section.

Design and distribute flyers, brochures, bookmarks and other public relations materials that inform the public of the libraries activities in literacy.

Coordinate the activities of Fort Collins Coalition for Literacy and its board of directors.

Design, develop and implement a tutor training program for volunteers working in local adult literacy direct service programs.

Operate the 484-READ Literacy Line referral service.

Represent the Library Adult Literacy Program state-wide through participation in councils, networking organization, etc. and by making presentations and giving workshops on adult literacy related topics.

Keep statistics on numbers of student and tutors referred, tutors trained, workshops and programs provided, etc.

Write grants and pursue funding for the continued operation of the Library Adult Literacy Program.

Educate the public about the project, focus local attention on goals of the project and establish linkages with target population through ongoing communication.